AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
October 11, 2018

9:00 AM **1. CALL THE MEETING TO ORDER**

2. ADOPTION OF THE AGENDA

3. SWEARING IN (Page 3)

4. ADOPTION OF THE MINUTES
a. September 13, 2018 Regular Council Meeting Minutes (Page 5)
b. September 20, 2018 Special Council Meeting Minutes (Page 14)
c. September 21, 2018 Special Council Meeting Minutes (Page 16)

5. DELEGATIONS
9:15 AM a. Sgt. Ryan Frost, Detachment Commander, RCMP Spirit River Detachment

6. COUNCILLOR REPORTS
a. Reeve Manzulenko (Ward 4)
b. Deputy Reeve Carbone (Ward 7)
c. Councillor Wendland (Ward 2) (Page 17)
d. Councillor Reum (Ward 3)
e. Councillor Joudrey (Ward 6)

7. CHIEF ADMINISTRATIVE OFFICER REPORT
a. CAO Report (Page 18)
b. CAO Action Log (Page 30)

8. BYLAWS - None

9. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS) - None

10. NEW BUSINESS
a. Dispatch Services Agreement (Page 39)
b. ATB Investment Policy Statements (Page 49)
c. Request for Letter of Support – Saddle Hills County (Page 90)
d. 2018 Peace Region ASB Conference (Page 94)
e. Municipal Library Board Resignation (Page 109)

11. FOR INFORMATION
a. Bank Reconciliation for period ending September 30, 2018 (Page 113)
b. Website Statistics (Page 117)
c. Minutes of SDAB Meeting held September 13, 2018 (Page 122)

12. CORRESPONDENCE
a. Letter dated May 29, 2018 from Minister of Municipal Affairs announcing 2018 MSI and GTF Allocations for Birch Hills County; (Page 127)
b. Letter dated July 24, 2018 sent on behalf of Minister of Municipal Affairs accepting amended 2017 Gravel Haul Project under MSI Program; (Page 129)

c. Letter dated September 11, 2018 from Clear Hills County to Minister of Agriculture and Agri-Food supporting County of Northern Lights Position and Concerns Regarding Genetically Modified Alfalfa; (Page 130)
d. Letter dated September 14, 2018 from Minister of Municipal Affairs Calling for Nominations – Minister's Awards for Excellence in Public Library Service (Page 131)
e. ACFA Request for Estimated 2019 – 2023 Capital Requirements (Page 133)
f. Letter dated October 1, 2018 from Manager, VSI Services re AGM and response (Page134)

13. IN-CAMERA

NEXT REGULAR COUNCIL MEETING DATE – October 25, 2018

Request for Decision (RFD)

Meeting:	Regular Council	**Reviewed/ Approved For Submission**
Meeting Date:	October 11, 2018	**CAO:**
Originated By:	CAO Minderlein	
Item Title:	Oath of Office – Mel Duvall	

DESCRIPTION:

The Oath of Office for Mel Duvall, Councillor for Ward 5, will be administered by Sergeant Ryan Frost, RCMP, Spirit River Detachment Commander.

ATTACHMENT(S):

A copy of the oath is attached

I, Mel Duvall, solemnly affirm that I will diligently, faithfully and to the best of my ability execute according to law the office of Councillor for Birch Hills County pursuant to section 156 of the Municipal Government Act, RSA 2000 Chapter M-26 as amended.

AFFIRMED BEFORE ME in Birch Hills County, in the Province of Alberta, this 11th day of October, 2018.

_____
Commissioner For Oaths
In and For The Province of Alberta

_____

Present:

Reeve	Gerald Manzulenko
Deputy Reeve	Terry Carbone
Councillor	Deanne Wendland
Councillor	Paul Reum
Councillor	Denise Joudrey
CAO	Hermann Minderlein
Legislative Officer	Shawna Schwerdt

Absent:

CALL TO ORDER

Reeve Manzulenko called the meeting to order at 9:00 a.m.

Denise van Rootselaar from the Signal entered the meeting at 9:00 a.m.

ADOPTION OF AGENDA

RC18-297 Moved by Councillor Joudrey that Council adopt the agenda of the September 13, 2018 Regular Council Meeting as amended:

11. CORRESPONDENCE

c. PREDA Plant Protein Alliance (PPA) tour dates

d. Letter dated September 13, 2018 re CAO Minderlein Notice of lease property

CARRIED

ADOPTION OF MINUTES

Regular Council Meeting August 9, 2018

RC18-298 Moved by Councillor Wendland that Council approve the minutes of the August 9, 2018 Regular Council Meeting as presented.

CARRIED

Special Council Meeting August 27, 2018

RC18-299 Moved by Deputy Reeve Carbone that Council approve the minutes of the August 27, 2018 Special Council Meeting as presented.

CARRIED

DELEGATIONS

None.

COUNCILLOR REPORTS

Reeve Manzulenko

Reeve Manzulenko provided a verbal update to Council on the Intermunicipal Collaboration Framework (ICF) & Intermunicipal Development Plans

Unapproved

(IDP) meeting with Grande Prairie County No. 1 CAO Bill Rogan and Reeve Leanne Beaupre in Grande Prairie on August 15th, 2018 that he attended with Birch Hills County CAO Minderlein.

Deputy Reeve Carbone — No Report.

Councillor Wendland — Councillor Wendland provided a verbal update to the written report she provided to Council regarding the Rural Municipalities of Alberta District 4 meeting she attended with Councillor Joudrey at St. Isidore, Northern Sunrise County on August 10th, 2018 and the Peace Valley Conservation Recreation and Tourism Society she attended with Councillor Reum and CAO Minderlein at Fairview on August 22, 2018 and the Northern Transportation Advocacy Bureau she attended at Grimshaw on September 7, 2018.

Councillor Reum — Councillor Reum had no report but confirmed he attended the Peace Valley Conservation Recreation and Tourism Society with Councillor Wendland and CAO Minderlein at Fairview on August 22, 2018.

Councillor Joudrey — Councillor Joudrey provided a verbal update to the written report she provided Council regarding the Rural Municipalities of Alberta District 4 meeting she attended with Councillor Wendland at St. Isidore, Northern Sunrise County on August 10th, and the Grande Spirit Foundation meeting she attended at Pleasantview Lodge, Spirit River on August 24th, and the BHC Municipal Library Board General Meeting at Dolly's in Eaglesham on September 5th, and the Central Peace Professional Attraction and Retention Committee Meeting she attended at Spirit River, on September 12th, 2018.

Reeve Manzulenko exited meeting at 9:15 a.m.

Deputy Reeve Carbone took over as chair for the Regular Council Meeting.

RC18-300 Moved by Councillor Joudrey that Council accept the Councillor Reports for information.

CARRIED

Unapproved

CHIEF ADMINISTRATIVE OFFICER'S REPORTS

CAO Report

CAO Minderlein provided Council with a verbal update to his written report that included correspondence and events since the last Regular Council Meeting of August 9, 2018.

Reeve Manzulenko returned to meeting at 9:21 a.m.

RC18-301 Moved by Councillor Reum that Council receive the CAO's written report and verbal update for information.

CARRIED

RC18-302 Moved by Reeve Manzulenko that Council authorize CAO Minderlein to attend Peace Region Economic Development Association (PREDA) meeting with Councillor Wendland in Fox Creek on September 21 and the dinner hosted by the Province in Edmonton on October 17 for delegates to the first Canadian International Hemp Fiber Processing Symposium as the County's representative to the Hemp Advantage Northern Alberta (HANA) Steering Committee.

CARRIED

Reeve Manzulenko resumed chair for the Regular Council Meeting.

CAO Action Log

Council reviewed the CAO Action Log updated to September 10, 2018 provided in the Agenda Package.

RC18-303 Moved by Councillor Wendland that Council receive the CAO Action Log for information.

CARRIED

BYLAWS

None.

UNFINISHED BUSINESS

Payment of Honourarium

Council was provided with information regarding a conflict with RC18-294 regarding the Payment of Honourarium and the Governance Operational Policy.

RC18-304 Moved by Deputy Reeve Carbone that Council rescind Resolution RC18-294.

CARRIED

RC18-305 Moved by Deputy Reeve Carbone that

Unapproved

Council amend Section 4.7.2 of the Birch Hills County Governance Operational Policy by replacing:

> "Public Member Appointments shall be paid $100.00 per day (regardless of length) excluding appointed members of the Birch Hills County Library Board."

with

> "Public Member Appointments shall be paid $175.00 per day (regardless of length) excluding appointed members of the Birch Hills County Library Board." And that this amendment be effective August 27, 2018."

CARRIED

Appointment to Municipal Planning Commission

Council was presented with a letter from Ms. Pam Poetker expressing her interest in being appointed to the Municipal Planning Commission.

RC18-306 Moved by Councillor Joudrey that Council appoint Ms. Pam Poetker to sit on the Municipal Planning Commission for Birch Hills County.

CARRIED

NEW BUSINESS

PVCRTS ACP Grant Application

Council was presented with a request to be a participating partner in a project submitted for an Alberta Community Partnership (ACP) Grant by the Peace Valley Conservation Recreation and Tourism Society (PVCRTS).

RC18-307 Moved by Councillor Reum that Council for Birch Hills County Provides Support for the Alberta Community Partnerships grant application to fund a feasibility study to review access to the Peace River in partnership with the Municipal District of Spirit River No. 133, Municipal District of Peace No. 135, Saddle Hills County, Municipal District of Fairview No. 136 and Birch Hills County, with Municipal District of Fairview No. 136 being the managing partner.

CARRIED

Recreation Board Resignation(s)

Council was presented with two resignations from members of the Birch Hills County Recreation Board.

Unapproved

RC18-308 Moved by Councillor Joudrey that Council direct Administration to advertise for two representatives (one from Ward 5 and one from Ward 6) to serve on the Birch Hills County Recreation Board for a three (3) year term and to bring the results back to the October 2018 Organizational Meeting.

CARRIED

RC18-309 Moved by Councillor Joudrey that Council have the 71-01-18 Recreation Operating Assistance Grant policy be brought back to a future Governance meeting for review.

CARRIED

Meeting was recessed at 9:50 a.m.

Meeting was resumed at 9:58 a.m.

Dion Hynes Director of Public Works entered meeting at 9:58 a.m.

Contract Tender for Landfill Site

Council was presented with information regarding the contract tender for the landfill/transfer site supervisor.

RC18-310 Moved by Councillor Wendland that Council direct administration to advertise the tender for Birch Hills County Landfills/Transfer Site Supervisor Contract with a closing date of no later than October 30th, 2018 at 2:00 p.m., to become effective January 1st, 2019 and that Council approves a 2 (two) year term for the landfills/transfer site supervisor contract.

CARRIED

Denise van Rootselaar from the Signal and Dion Hynes Director of Public Works exited meeting at 10:19 a.m.

Reserve Bids for 2018 Tax Sale

Council was presented with information to establish reserve selling prices for properties that may be up for

Unapproved

sale by auction on the October 1, 2018 Public Auction.
RC18-311 Moved by Deputy Reeve Carbone that Council establishes the reserve bids for properties that may be up for sale by auction on October 1, 2018 as follows;

1. The reserve bid for roll 182291 is to be set at $15, 000;
2. The reserve bid for roll 315466 is to be set at $17, 000;
3. The reserve bid for roll 316241 is to be set at $40,040; and
4. The reserve bid for roll 061263 is to be set at $135,000.

CARRIED

Barrels and Buckles Dance

Council was presented with a request from the Eaglesham Fire Fighter Society for the County to provide the Eaglesham Hall for their use for their Barrels and Buckles fundraiser event to be held on November 18, 2018.

RC18-312 Moved by Deputy Reeve Carbone that Council provide the Eaglesham Fire Fighter Society with approval to store and serve alcohol at the Eaglesham Hall for their Barrels and Buckles Dance fundraiser event for November 17, 2018 provided that they obtain the proper insurances, permits and/or licenses to do so.

CARRIED

RC18-313 Moved by Councillor Joudrey that Council approve of the provision of a Grant of an amount up to $125.00 to the Eaglesham Fire Fighter Society to be utilized to cover Eaglesham Hall rental for the Barrels and Buckles Dance fundraiser event planned for November 17, 2018 provided that the facilities and equipment are returned in good repair and to standard of cleanliness that will be inspected and approved by the County's representatives.

CARRIED

FOR INFORMATION

Council was provided with a copy of the following information documents from Administration:

1. Municipal Planning Commission (MPC) Minutes from May 16, 2018.
2. Bank Reconciliation for period ending August 31,

Unapproved

2018.

RC18-314 Moved by Councillor Reum that Council accept the information items for information.

CARRIED

Denise van Rootselaar from the Signal returned to meeting at 10:24 a.m.

CORRESPONDENCE

Council was provided with a copy of the following correspondence that had been received or sent by the County:

1. Letter dated August 29, 2018 re Alberta Recreation & Parks Association (ARPA) re Invite.
2. Letter dated August 28, 2018 from Alberta Municipal Affairs re MSI Operating Plan.
3. Information email from PREDA re Plant Protein Alliance (PPE) tour dates

RC18-315 Moved by Councillor Joudrey that Council accept the correspondence provided for information.

CARRIED

CORRESPONDENCE CONTINUED

4. Letter dated September 13, 2018 from CAO Minderlein re Notice of lease property

RC18-316 Moved by Councillor Reum that Council direct Administration to advertise for tenancy the property located at 4802 (4806) 52nd Street in Eaglesham, Alberta with availability date to be November 1, 2018 at a lease rate of $1,000.00 per month plus all utilities and direct Administration to draw up a draft lease and bring it back to next Regular Council Meeting for Council's review and approval and to include, but not limit to, clauses to address the following:

a) no subletting;
b) 90 days' written notice to end the tenancy to exit lease; and
c) a damage deposit equivalent to one month's rent.

CARRIED

Meeting was recessed at 10:54 a.m.

Meeting was resumed at 11:04 a.m.

Unapproved

Agricultural Fieldman Amanda Ouellet and Assistant Agricultural Fieldman Kathrin Langlois entered the meeting at 11:04 a.m.

Denise van Rootselaar from the Signal and Shawna Schwerdt Legislation Officer exited the meeting at 11:04 a.m.

IN-CAMERA

RC18-317 Moved by Councillor Wendland that Council close the September 13, 2018 Regular Council Meeting to the public for a potential legal matter related to a Canola sample submitted for testing due to a suspicion of Clubroot as per Section 27, FOIP Act at 11:05 a.m.

CARRIED

RC18-318 Moved by Councillor that Council open the September 13, 2018 Regular Council Meeting to the public at 12:15 p.m.

CARRIED

Agricultural Fieldman Amanda Ouellet and Assistant Agricultural Fieldman Kathrin Langlois exited the meeting at 12:15 p.m.

Meeting was recessed for lunch at 12:16 p.m.

Meeting was resumed at 1:04 p.m.

IN-CAMERA (resumed)

RC18-319 Moved by Councillor Joudrey that Council close the September 13, 2018 Regular Council Meeting to the public for a legal matter related to Draft Central Peace Medical Health Center

Unapproved

Agreements as per Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure, FOIP, s.21

CARRIED

RC18-320 Moved by Deputy Reeve Carbone that Council open the September 13, 2018 Regular Council Meeting to the public at 1:25 p.m.

CARRIED

RC18-321 Moved by Councillor Wendland that Council acknowledges the update provided by Agricultural Services staff regarding the positive test for clubroot from a field in Birch Hills County for information, and directs CAO Minderlein to ensure staff take appropriate actions as dictated by Provincial and County legislation, regulations, and policies.

CARRIED

RC18-322 Moved by Councillor Reum that Council accept the Central Peace Medical Health Center Agreements Drafts presented for information.

CARRIED

ADJOURNMENT

Being that there was no further business, Reeve Manzulenko adjourned the meeting at 1:28 p.m.

GERALD MANZULENKO
REEVE

HERMANN MINDERLEIN
CAO

Unapproved

MINUTES OF A SPECIAL COUNCIL MEETING FOR BIRCH HILLS COUNTY HELD IN THE COUNCIL CHAMBERS SEPTEMBER 20, 2018

Present:

Reeve	Gerald Manzulenko
Deputy Reeve	Terry Carbone
Councillor	Deanne Wendland
Councillor	Paul Reum
Councillor	Denise Joudrey
CAO	Hermann Minderlein
Legislative Officer	Shawna Schwerdt

Absent:

CALL TO ORDER

Reeve Manzulenko called the meeting to order at 9:30 a.m.

ADOPTION OF AGENDA

RC18-323 Moved by Councillor Wendland that Council adopt the agenda of the September 20, 2018 Special Council Meeting with the following additions:

In-Camera:

a. Legal re Surface Material Lease

CARRIED

IN-CAMERA

RC18-324 Moved by Councillor Joudrey that Council close the September 20, 2018 Special Council Meeting to the public for a potential legal matter related to Surface Material Lease as per Section 27, FOIP Act at 9:30 a.m.

CARRIED

Shawna Schwerdt exited the meeting at 9:30 a.m.

RC18-325 Moved by Councillor Reum that Council open the September 20, 2018 Special Council Meeting to the public at 10:24 a.m.

CARRIED

RC18-326 Moved by Deputy Reeve Carbone that Council authorize Administration to direct the County's legal representatives at Reynolds Mirth Richards & Farmer to negotiate a guilty plea to the charges laid under the Provincial Parks Act with a goals of a minimal fine of $2,000 and recognition that County's actions were as a result of an honest mistake and that there

Unapproved

had been no lasting damage in the Park.

CARRIED

ADJOURNMENT

Being that there was no further business, Reeve Manzulenko adjourned the meeting at 10:25 a.m.

Original to be signed
GERALD MANZULENKO
REEVE

Original to be signed
HERMANN MINDERLEIN
CAO

Unapproved

MINUTES OF A SPECIAL COUNCIL MEETING FOR BIRCH HILLS COUNTY HELD IN THE COUNCIL CHAMBERS SEPTEMBER 21, 2018

Present:	**Reeve**	Gerald Manzulenko
	Deputy Reeve	Terry Carbone
	Councillor	Paul Reum
	Councillor	Denise Joudrey
	CAO	Hermann Minderlein
	Legislative Officer	Shawna Schwerdt
Absent:	**Councillor**	Deanne Wendland

CALL TO ORDER

Reeve Manzulenko called the meeting to order at 2:02 p.m.

It was noted that Councillor Wendland was absent as she was attending Peace Regional Economic and Development Association (PREDA) meetings in Fox Creek, for September 20 & 21, 2018.

ADOPTION OF AGENDA

RC18-327 Moved by Councillor Reum that Council adopt the agenda of the September 21, 2018 Special Council Meeting as presented.

CARRIED

NEW BUSINESS

Council was presented with a request from Administration to amend Advance By-Election date to meet advertisement requirement.

RC18-328 Moved by Councillor Joudrey that Council provide authority for holding an advance vote for the 2018 Ward 1 By-election with date and time set by the Returning Officer.

CARRIED

ADJOURNMENT

Being that there was no further business, Reeve Manzulenko adjourned the meeting at 2:04 p.m.

Unapproved

Original to be signed
GERALD MANZULENKO
REEVE

Original to be signed
HERMANN MINDERLEIN
CAO

INITIALS: Reeve: _____

DEANNE WENDLAND ► BIRCH HILLS COUNTY COUNCILLOR – WARD 2

OCTOBER 11, 2018

PREDA Meeting – September 20 & 21 2018

I attended the PREDA board of directors meeting on the 20th and the membership meeting on the 21st in Fox Creek.

Overview of Town of Fox Creek/ Walk-through new Multi-plex

We were welcomed by the Mayor of Fox Creek; Lorie Watson Economic Development officer gave us an overview of the Town of Fox Creek.

- Fox Creek censes shows the population of Fox Creek is 2000 people but the Shadow population is an issue because the surrounding area depends on Fox Creek for Medical, Fire service groceries and other amenities. They are working on an updated shadow population study so they can justify the population so new business will move in. Numbers are too low to have a Tim Hortons and other attractive franchise. They feel if they could attract new business they would encourage new residents. At this time rent is very high as Oilfield companies rent houses for their crews $3-4000.00 a month.
- They have built a new Fire Hall and Multi-plex with the support of MD of Greenview. Plan to construct a new Gasoline Alley close to the airport.
- Overweight trucks require a permit when parking in town. They now need to purchase a permit and fines are issued by their by-law officer.
- We were given a tour of the new Multi-plex it is very nice includes a pool, running track, arena and snack area.

The Plant Protein Industries Supercluster

- A Federal Government investment to increase the value of key Canadian Crops to satisfy growing markets for plant based proteins, meat alternatives and new food products. The Plant Protein Alliance of Alberta has been selected by the Federal Government as the over-seer of this federal initiative in our region.
- 2 Processing plants are planned for this area(sounded like closer to Edmonton)to break seed down into different parts separate the protein, by products, starch and fiber. This 600 million dollar investment is due to plant based foods, personal care products and natural solutions.
- Protein Summit is June 3-5 PREDA will have a booth there to promote Peace Country Products.

Next meeting- November 2,2018 (AGM) – Town of Spirit River

TO: Members of Council

FROM: Hermann Minderlein, CAO

RE: Report to Council – October 12, 2018 Regular Meeting of Council

SUBJECT: CAO Report

RECOMMENDATION: That the CAO's written report and verbal updates be received for information.

That Council authorize the closure of the Birch Hills County Office on the afternoon of November 14, 2018, and direct that Administration advertise the closure.

That Council authorize a donation of $? to the Grande Spirit Foundation in memory of Claude Lagace, Mayor of the Town of Sexsmith and Chairman of the Grande Spirit Foundation.

REPORT:

The following correspondence was prepared and sent out:

Resolution	**Details**
RC 18-283	Letters dated September 17, 2018 sent to the Reeves and Councils of: County of Grande Prairie No. 1; Municipal District of Fairview No. 136; Municipal District of Greenview No. 16; Municipal District of Peace No. 135; Municipal District of Smoky River No. 130; Municipal District of Spirit River No. 133; Northern Sunrise County; and Saddle Hills County advising them of Council's decision to request an extension from Municipal Affairs from 2 to 3 years for Birch Hills County's ICF's and IDP's with their municipalities.
RC 18-306	Thank-you letter to Lorraine Frape for her time, dedication and commitment to the Municipal Planning Commission prepared for Reeve Manzulenko's signature and mailed;
RC 18-307	Letter for Reeve Manzulenko's signature to MD of Fairview No. 136 advising them of Council's support for ACP grant application to fund a feasibility study to review access to the Peace River;
RC 18-312 and 18-313	Letter from CAO to Chief Tom Morgan advising of Council's decision to provide the Eaglesham Fire Fighter Society with approval to store and serve alcohol at the Eaglesham Hall for their Barrels and Buckles Dance

and approve of the provision of a Grant of an amount up to $125.00 to cover Eaglesham Hall rental for the dance;

Some of the meetings I attended since the Regular Council Meeting on September 13, 2018 are as follows:

September 18	MPC meeting related to the revision of a previous approval that was made without knowledge of the abandonment of a sewage system previously believed to be active.
September 19	I attended a meeting of HANA Steering Committee being held in Edmonton via teleconference. Much of the meeting dealt with the upcoming 1st Canadian International Hemp Fibre Processing Symposium being held October 14th to 20th.
September 20	Special Council Meeting regarding a legal matter related to an SML held by the County in the Shaftesbury Ferry area; I attended the Falher session with the Plant Protein Alliance on the afternoon of the 20th rather than take in the presentation at the PREDA meeting the following day in Fox Creek. Councillor Wendland has briefed on this presentation.
September 21	Special Council Meeting regarding the Advance Poll for the Ward 1 By-election.
September 24	I attended court in Peace River on behalf of the County, and have previously briefed Council on the outcome.
September 25	Dion and I met with Jack McNaughton met with Alberta Environment & Parks (AE&P) regarding cooperative opportunities between Birch Hills County and AE&P on Crown land within the County. Also in attendance were representatives from the Eaglesham Lakeside Golf and Country Club and the Tangent Campsites.
September 27	Staff Lunch was held to say goodbye to Beverley, and welcome Tracy Casavant to the team. Please take the opportunity to introduce yourselves to Tracy and welcome her to the team.
October 1	The auction related to taxes was held. There was only one property offered for sale as outstanding taxes related to the other three properties had been cleared up. The property offered was the SE 21-77-3 W6 2.5 miles south of Wanham that had a reserve bid of $135,000. The property sold for $175,000. The previous property owner did contact the office on October 2nd, but the property had been sold.
October 11	Meeting of the SDAB regarding appeals to the Trace Water Solutions project – I will update Council on this.

I received a request from Chris Walsh with the Dunvegan River Rats to provide any documentation regarding the ownership or operatorship of the Dunvegan Boat launch to assist with them with an application for improvements at the site. We are working with MD of Fairview on providing this information, but it appears that actual ownership is actually Alberta Transportation. I will keep Council updated as this develops.

We received word of the passing of Mayor Lagace from Sexsmith last week, and passed the information to Council. A sympathy card was sent from the County, and there was a request that donations be made to the Grande Spirit Foundation in lieu of flowers. I will need a resolution from Council if this is the desired course of action.

I have already briefed Council on the DRP, and would like to get Council's input before proceeding. I will add this to the Agenda on October 25th.

Administration is looking at having another Team Building event for permanent staff on the afternoon of November 14th similar to the event held in 2017. A Resolution of Council would be required authorizing the closing of the office in order that all employees would be able to attend.

I am also looking at purchasing jackets for staff similar to those that were purchased for members of the Fire Departments and Medical First Responders, and would appreciate the opportunity to speak with Council regarding this.

As reported by Shelley, Administration is starting/continuing work on the 2019 Operating and Capital budgets. It is our hope that we can have the 2019 Capital Budget reviewed and approved before the end of 2018, and due to uncertainties surrounding provincial funding for 2019 and other matters, would like to recommend that Council adopt the 2018 Operating Budget as the Interim 2019 Operating Budget.

Upcoming Events

December 11 The next G5 meeting will be hosted by Saddle Hills County at the Rycroft Agricultural Centre. The following items are suggested for the agenda:

1. Inter-municipal Economic Development Advisory Committee (SHC)
2. Seniors' Assisted Living Facility Update (SHC)
3. Peace Regional Water Initiative Update (Associated Engineering & SHC)

I will be at the meeting and will update Council with additional information if required.

Alberta Municipal Affairs

Alberta Emergency Management Agency
Office of the Managing Director
200 Park Plaza
10611 – 98 Avenue
Edmonton AB T5K 2P7
Tel: 780-644-2124

AR95030

October 1, 2018

Mr. Hermann Minderlein
Chief Administrative Officer
Birch Hills County
PO Box 157
Wanham AB T0H 3P0

Dear Mr. Minderlein,

Thank you for your Disaster Recovery Program (DRP) application of May 5, 2018, for financial assistance for the Birch Hills County flooding. I appreciate your patience while we have conducted our review.

The Disaster Assistance Guidelines set out specific criteria that must be met before an application for program assistance can be approved. The following criteria must be met for an application to be considered eligible:

1. The cause of the disaster must be extraordinary and cause widespread damage.
2. The disaster has threatened the economic viability of the community.
3. The damages are not covered by insurance.

After careful review we have determined that this event was not extraordinary or widespread in nature. The snowpack and subsequent melt did not exceed the 1 in 50 year return to be considered an extraordinary event.

Having carefully reviewed all the available information, I regret to inform you that your DRP application does not meet the program eligibility criteria and is therefore denied.

Thank you once again for your efforts on behalf of Birch Hills County. If you require further information regarding the program, please contact Jennifer Dolecki, Director of Community Recovery Services, at 780-289-3368 or jennifer.dolecki@gov.ab.ca, or our toll-free call center number at 310-0000.

Sincerely,

Shane Schreiber
Managing Director

MEMORANDUM

October 11, 2018

TO: CAO, Birch Hills County

Director of Corporate Services – Administrative Update as of October 5, 2018

Birch Hills County welcomed Tracy Casavant to our administrative team on Thursday, September 27. We look forward to working with Tracy as our new Public Works Executive Assistant/Office Receptionist.

Birch Hills County also said farewell to Beverly Howard Friday, September 28. We thank Bev for her five years of service to the County and wish her well as she takes a new road in her life journey.

RCMP – Public Facing Crime Mapping Project is an innovative tool by which the Alberta RCMP is tackling the few offenders who commit the most crimes. This project allows the RCMP to continue increasing inter-agency communication and sharing criminal intelligence with its partners. It also encourages Albertans to participate in crime prevention strategies, such as reporting suspicious persons or activity, in an effort to be the extra set of eyes and ears for police in their communities. Initiatives such as this one go a long way in creating safe and resilient communities for all Albertans. Administration will research the capability to add the crime mapping web application to the BHC website. Links may also be included for Crimestoppers and the RCMP complaint line number. Visit https://stalbert.ca/city/maps/rcmp-crime-map to view the pilot crime mapping project.

Financial Update – 2017-18 Reporting: Local, Provincial and Federal Grant Program

Provincial **2017 Statement of Funding & Expenditure (SFE) certification** is pending on the following grant programs:

- Family and Community Support Services (FCSS)
- Gas Tax Fund (GTF)
- Municipal Sustainability Initiative (MSI) Capital **Certified**
- MSI Capital Basic Municipal Transportation Grant (BMTG) **Certified**

Financial Update – 2018-19 Application: Local, Provincial and Federal Grant Programs

2018-19 Gas Tax Funding (GTF) commitment plans remain outstanding. In order to receive our 2018-19 funding of $85,654, program plans must be submitted.

The following **2018-19 grant program funding** remains a receivable:

- Canada Summer Jobs – payment claim and activity report **Submitted September 24.**
- Family and Community Support Services - $10,910 **Received October 4**
- Gas Tax Fund (GTF) – $85,654 (program plan remains outstanding)
- MSI Operating $86,644 **Received September 11**

The Provincial **Grants in Place of Taxes (GIPOT)** program funding of $18,899.74 remains a receivable. Administration submitted our assessment summary May 18th. GIPOT funding assists with the cost of providing municipal services if there is property in the municipality that the Crown has an interest in. GIPOT funds are based on property taxes the Crown would pay if the property were not exempt from taxation. The majority of GIPOT we receive is for grazing reserve and a forestry lookout tower south of Codesa.

The Federation of Canadian Municipalities (FCM) **Municipal Asset Management Program (MAMP)** initial application deadline was June 30, 2020. In early September 2018, administration received notification of the revised application deadline of October 23, 2018. On September 28 administration received an update indicating the application period for MAMP had been closed. The change in application deadlines is very frustrating as BHC was in the early stages of drafting an application.

The **Strategic Transportation Infrastructure Program (STIP)** provides financial assistance to municipalities for developing and maintaining key transportation infrastructure that promotes economic growth and improves mobility, while also supporting job creation. STIP does this through strategic, project-specific investment in capital construction, and rehabilitation of local road bridges and resource roads. The province restored funding to this program in 2015. Funding is provided to municipalities, based on highest project ranking, on a cost shared basis. Application deadline is November 30, 2018.

Finance Update – Miscellaneous

Residential utility and bulk water invoices for July-August consumption were mailed early September. Payments were due by September 30 to avoid a 2% penalty. The next utility invoices will be mailed early November.

An onsite review of the **ATB Investment Policy Statement (IPS) agreements** for the Fixed Income and Cash Management accounts was held September 11. By signing the IPS agreements, administration would be appointing ATB Investment Management Inc. (ATBIM) authorized representatives to be our agent and to act on our behalf. As Custodian, ATB holds the assets of our investment account(s) and facilitate trading, settlement and other back office services. An RFD with attachments is included with this agenda.

The **2nd Property Tax deadline** was September 15. A 4% penalty was assessed to tax rolls that remain outstanding after September 15, 2018. Account 1-00-00-00-510 budget $35,000 and current revenue $43,499.53. The final tax deadline is November 15.

I attended the **UofA Certificate in Municipal Management & Leadership (CMML) Module 3 – Strategic Thinking Skills and Guiding Innovation** September 18 and 19 at Evergreen Park. Lyall Samaroden with Bench Solutions presented Change Management. Why do key initiatives fail? Installation does not equal Implementation. Really good change is more proactive than reactive and leaders need to communicate three times more than they do. Connect with people person to person not email or text.

During change the five roles of a leader include:

- **Advocate** – leaders must be on board before they can assist others through the change process.
- **Communicator** – people want to hear "personal messages" about the change from a person they trust.
- **Coach** – leaders provide others (ADKAR)
    - **A**wareness of the need for change
    - **D**esire to participate and support the change
    - **K**nowledge on how to change
    - **A**bility to implement skills and behaviors
    - **R**einforcement to sustain the change
- **Liaison** – two way information exchange, both laterally and vertically in the organization.

- **Resistance Manager** – leaders are closest to where resistance occurs. Therefore, they are in the best position to manage that resistance.

ExperienceChange – Change Theory Primer online group exercise made up the final day. The Primer includes two key factors - Align Key Stakeholders and Engage the Organization. It will help you unfreeze, make changes and refreeze new attitudes, values and beliefs.

GST/HST Public Service Bodies' Rebate for August was submitted September 27 in the amount of $24,710.01 Birch Hills County is zero rated for GST, meaning we receive a 100% net rebate of our GST collected as revenue and paid as expenses.

The 3rd Qtr. **Alberta School Foundation Fund (ASFF)** payment was made September 30.

The **Property Tax Sale (Public Auction)** was held at 1:00 p.m. on October 1 with one property on the list. The property was sold to the highest bidder. Administration will finalize the municipal tax sale process, apply sale proceeds to property taxes owing and miscellaneous charges. The proceeds will be transferred to the Tax Sale account and held for up to ten years. The previous owner may apply to receive these proceeds at any time.

By-election Advance Voting Day was held Wednesday, October 3 from 10:00 am – 2:00 pm at Watino Hall. Administration will consider holding future Advance Voting Day on a Saturday.

By-election Day is October 15 from 10:00 a.m. – 8:00 p.m. at the Eaglesham Hall.

I am registered to attend the **Subdivision and Development Appeal Board (SDAB)** clerk training October 10 in Peace River. I will put my clerk training to use October 11 at the SDAB meeting regarding the Trace Water House project.

Cost of Living Adjustment (COLA) research will be completed using the October 20th Consumer Price Index (CPI) along with neighboring municipal comparisons and be brought back to a future Council meeting.

The next **Notice Demand Account (NDA)** withdrawal transfer is scheduled for October 20. Administration will review cash flows mid-October and initialize the transfer if operating funds are required.

The annual volunteer **Firefighter and Medical First Responder** points' program reporting cutoff is October 31. Reporting is due by November 15 in order for payments to be processed and delivered to volunteers by November 30. Three points are earned the first hour and one point each additional hour, with points being worth $10.00.

Our **Manulife health benefits annual renewal** is November 1st. Administration will consult with our Lane Quinn representative to negotiate premium renewal amounts.

RMA Insurance policy renewal for Automobile, Heavy Equipment and Property Insurance will be received mid-October with a renewal date of November 1. Additional Named Insured (community groups) will receive their annual insurance invoice mid-November.

The **2019 Provincial Equalized Assessment** is due to be released early November. Equalized Assessment is a process that levels the playing field for municipalities so that property tax requisitions and grants can be fairly allocated. Just as property owners pay taxes in proportion to the value of the property they own, municipalities are required to contribute to the provincial education and other requisitions based on the proportion of assessment within their jurisdictions. Equalized assessments are used to determine the specific contributions to be made by each municipality, and they are also used in formulas for provincial grants to municipalities.

Finance Update – Budget 2019

As part of the **2019 O&M Budget preparation**, administration has initiated a restructuring of the Excel budget workbook that will include multiple year budget planning capability.

The **2019 Capital Budget planning** is being reviewed and administration will decide the most efficient process moving forward.

Emergency Management - **If you never practice, you don't know how you will respond.**

I attended **Alberta Emergency Management Agency (AEMA) Alberta Emergency Alert (AEA)** training in Slave Lake September 13. The training process has evolved to include three hours of classroom and three hours of computer training on the AEA practice system. Students created several situation activations and cancellations, both critiqued by Pete Nobles, Public Alerting Coordinator with AEMA.

AEA is to be activated if an unexpected and unusually dangerous situation calls for immediate action. The situation should be rapidly building to an emergency that the public does not know about. Three criteria for an alert activation include:

- Life and safety of people at risk;
- Risk is immediate;
- Alert will provide critical and/or lifesaving information.

Alberta Emergency Alert activation information should include:

- What you want people to know;
- What you want people to do;
- Be decisive, give clear firm instruction and activate the generalized area;
- Don't use please – use must.

To avoid "zombie alert", active AEA participants must log into the system once a month and create four practices a year (one per quarter).

Simple Clear Complete Concise

Shelley Braun
Director of Corporate Services

MEMORANDUM

October 11th, 2018

TO: CAO, Birch Hills County

Public Works Report (As of October 3rd, 2018)

Gravel Crushing Update

Surmont Sand and Gravel continues crushing operations at the Watino Pit. As of October 3, 2018, Surmont's plan is to complete the contract in a week.

Disposal of Assets to Auction

Staff delivered the auction items to the Weaver auction site August 13th to 17th. Weaver Auction results seen a revenue of $2,160.00 from the disposal of assets previously presented to Council. Some of the items such as the used single wall fuel drums, filing cabinet, old welder and pumps were not accepted as originally planned and discussed with Weaver Auctions.

Ritchie Bros. Auction results saw a total sale of $146,750.00 from the disposal of the following assets.

G30 2014 772GP John Deere motor grader $72,000.00
E50 2004 John Deere 310SG backhoe $35,000.00
Unit 126 2004 F450 $7,000.00
Unit 138 2008 F150 $5,750.00
Unit 139 2008 F150 $5,500.00
Unit 145 2010 F150 $6,000.00
E56 2006 Schulte XH1500 Mower $11,000.00
M43 2009 Degelman 1500 Rotary Mower $6,500.00

Payment of the net proceeds will be sent to us within 21 days of the sale along with a detailed breakdown of any amounts deducted for commissions, refurbishment, and incidentals, if applicable.

Stolen Unit 146 Dodge 2500 from Codesa Site

On Monday, September 10th unit 146 a 2012 Dodge 2500 4x4 Crew Cab was taken from the Codesa area grader site by thieves and found on September 14th in the Grande Prairie area by local RCMP. The unit was towed to a compound in GP and staff went to retrieve it on Monday the 17th, unfortunately, it would not start so it was towed to the County yard and later on to Dave Ross Chrysler in Spirit River for repairs.
The County insurance company was notified immediately on the 10th and staff has been in conversations with them regarding what is to be covered.
Staff has learned that the engine in this unit needs some major work likely caused by putting diesel in the gas engine. The insurance adjuster has informed staff that they will

pay for a replacement engine with similar km's to that of the existing engine, if we want a new engine we would have to pay the difference. According to the TCA policy, this unit is scheduled to stay in the fleet until 2022 and with a new engine, it would stay longer depending on the condition.

New Employee

After 5 years of service to the County, Beverly Howard has decided to leave us and expand on her educational learning. I watched Beverly grow from a very shy quiet reserved woman in her first year of employment to a strong independent dependable team member in a short 5 years. Her dedication to the County, her ability to help me stay organized and her always approachable smile certainly made my work with the County easier. I will miss her without a shadow of a doubt.

With every ending, however, there is a new beginning. Tracy Casavant from the Tangent area has started her career with the County on September 27th, she brings years of experience in customer service, accounting, and administration. Tracy brings an energy, a warm smile, and professionalism to the main front office area. If you haven't had a chance to meet Tracy please take the time to make her welcome to the team.

Landfill Operations

I was hoping to have some great answers to the issues that we are having at the landfills in the County with the ongoing issues.

Dumping of garbage after hours or on closed days seems to be on the rise even after attempts to sort through the garbage to find the owner. The County has Bylaw 1-94 prohibiting removal of household garbage from the landfills as well as Bylaw 2016-04 Residential Sold Waste Collection. Section 2.5 of Bylaw 2016 -04 refers to depositing refuse on a roadway. The County will have to start enforcing this bylaw.

Another issue is the failure of the general public to empty the used oil jugs and barrels into the waste oil containment tank. The contractors are spending a lot of time removing lids and emptying this oil into the tank when they shouldn't have to.
Staff will advise the landfill users on what is expected and acceptable at the landfills in the future so these issues and other concerns are minimized and resolved.

Gravel Roads Maintenance

This time of year, all County roads need timely maintenance and they will need a great deal more work during and after harvest. Harvest is a busy time for all farmers so staff knows the importance of the roads and that they are kept passable. Road maintenance is unfortunately for the most part very weather driven and as well as resource and operator dependent. Staff is committed of course to all maintenance aspects so it is our intent to provide what we can when we can. Residents have to realize that it takes time for a grader for instance, to grade some +/-245 kilometers of road per route under ideal conditions. It's not an excuse it's just fact.

Dion Hynes, CET PMP
Director of Public Works

Agricultural Service Board
Director's Report
September 10, 2018 – October 9, 2018

Since the last meeting, the bulk of our good weathered days have been spent doing additional Clubroot Surveys. This fall we completed 115+ surveys. 1 plant came back positive. An additional 2 plants were sent out for testing, these came back negative. All 25 Fusarium samples came back negative. 2 out of the 8 samples were positive for Virulent Blackleg. The landowners will be contacted and informed of the test results. During our surveying, we noticed that most of the canola fields had Sclerotinia.

We are still able to do some roadside mowing, this will help us with our early spring work and hopefully have us on track if we are to have another really wet spring.

The 2018 Peace Region ASB Conference will be held on October 30, 2018 at David Thompson Hall North of Fairview. December 3-7, 2018, will be the 2018 In-Service Training that Kathrin and I will be attending in Calgary. The 2019 ASB Conference dates are January 21-23 also being held in Calgary. An RFD will come at a later Council meeting to decide which Board Members will be attending. We would like to know who will be attending before registration is open to ensure that we get better prices on flights.

I have been away most of the last 2 weeks with harvest and will be away odd days to help with the remainder. We are currently finishing up paperwork from the summer and will begin working on more policies and procedures in the coming months.

Regards,

Amanda Ouellet
Director of Agriculture

October 4, 2018

CAO, Birch Hills County

FIRE SERVICE BOARD REPORT (as of date prepared)

September 11	EFD training on fireground safety
September 14	Conducted Heart Valley School fire inspection with Deputy Fire Commissioner
September 18	TFD actioned an alarm call at 35 78 24 w5m to discover electrical problems
September 20	Farm Safety Day in Eaglesham, I did 7 different sessions with students about using 911 in Birch Hills County
October 4	Fire 10 miles north of Tangent, had started in a stubble field next to a wellsite, both TFD and EFD were there with resources and the fire was called out in two hours

September was very busy for our volunteers. My guess is that October will not be much different given this year's harvest conditions. I have kept training to a minimum for this reason as to not put an extra stress on our members struggling with the harvest.

The fire inspection at the Heart Valley School did locate issues and I will be going back soon to see how they have done meeting our recommendations. I will be also going there sometime in November to talk to their students about 911 and home safety.

Call outs were low during September which is a good thing given that almost all the members were busy with harvest.

Tom Morgan
Birch Hills County Fire Chief

Motion #	Motion	By	Action	Status
MEETING	**NOVEMBER 23, 2017 REGULAR COUNCIL MEETING**			
RC17-404	that Council direct Administration to: 1. post a copy of Bylaw 2017-08, the Code of Conduct Bylaw on the County's website; 2. to include a copy of Bylaw 2017-08, the Code of Conduct Bylaw in future nomination/election packages; and 3. bring the Procedural Bylaw No. 2014-06 back to Council at a future Governance meeting regarding the review requirements for Bylaw 2017-08, the Code of Conduct Bylaw.	Bev/Lucy/ Shawna Shawna Hermann	Post Bylaw to website Updated the nomination /election packages. Add Bylaw to future Governance Meeting Agenda	COMPLETED COMPLETED Incomplete
MEETING	**DECEMBER 14, 2017 REGULAR COUNCIL MEETING**			
RC17-428	that Council bring the policy - Personnel Handbook back to a future governance meeting.	Hermann		
MEETING	**FEBRUARY 15, 2018 REGULAR COUNCIL MEETING**			
RC18-062	that Council direct Administration not to proceed with the purchase of a County Vehicle and to conduct a review County's policies and bring back recommendations to Council at a future Governance Meeting as to changes that would encourage or require participants to conferences and meetings to travel together.	Shelley Hermann/ Shawna	Shelley updated 2018 Capital Budget	

Motion #	Motion	By	Action	Status
MEETING	**March 1, 2018 REGULAR COUNCIL MEETING**			
RC18-083	that Council direct Administration to sell unit E50 2004 John Deere 310SJ Backhoe at a future auction.	Dion/Shawna	Fall Auction - Ritchie Bros. Oct 2-3 2018	COMPLETED Sale price to be reported by DPW
RC18-085	that Council direct Administration to accept the bid from Finning for $495,600 for a 2018 Cat 140M3 AWD Grader and to dispose of the 2014 John Deere 772GP at auction at a time that would be convenient and estimated to provide the best return.	Dion/Shawna	Received Ritchie Bros. Auction Oct 2-3, 2018	COMPLETED Sale price to be reported by DPW
MEETING	**April 12, 2018 REGULAR COUNCIL MEETING**			
RC18-130	that Council direct Administration to research information related to the recognition of individuals and organizations, both voluntary and others, and bring their findings to a future Regular Council Meeting.	Hermann		
RC18-132	that Council provide 1st reading to Bylaw 2018-01, a Road Closure Bylaw and direct Administration to forward the bylaw to the Minister of Transportation for approval prior to bringing it back to Council for second reading.	Hermann		Sent to Minister awaiting response.
MEETING	**July 12, 2018 REGULAR COUNCIL MEETING**			
RC18-224	that Council direct Administration to sell the four 4WD pickup trucks with unit numbers 126, 138, 139, and 145 at a future auction.	Dion/Shawna	Ritchie Bros. Auction Oct 2-3, 2018	COMPLETED Sale price to be reported by DPW

Motion #	Motion	By	Action	Status
RC18-228	that Council set the Terms and Conditions of the 2018 Tax Sale, scheduled for October 1, 2018, to be a 10% down payment payable on the day of the sale and the remaining balance to be paid within 10 days.	Lucy		COMPLETED
MEETING	**August 9, 2018 REGULAR COUNCIL MEETING**			
RC18-269	that Council direct administration to sell all the miscellaneous items listed at Weaver Auction at a future auction: 1. 3 V plows, 2 old champion and 1 somewhat newer with lift groups for two of them 2. Tire Chains 3. 8 Fuel Tanks 4. 1 Used Oil Tank 5. 3 Fuel Stands 6. Tool Box 7. Headache Rack 8. Old Pumps from Old Water Plant 9. Rock/Gravel Screen Cover Off of Old Gravel Truck 10. Old Grinder 11. Old Welder 12. File Cabinet 13. Old Charger 14. Step from Old Graders 15. Lights from Office from Renovation (No market for used lights) 16. Safety cages from old mowers 17. Other Misc. Items	Dion/Shawna 1. 2 Old Champion (Dominion) with lift each sold for $100.00, 1 somewhat newer V-Plow (WBM) sold for $500.00 3. Fuel Tank (Poly 500 Gall.) with stand, sold for $400.00 4. Fuel Tank (Westeel 600 Gall.) with stand, grey sold for $100.00 6. & 7. Aluminum Headache rack and tool box sold for $100.00 9. Cover (Roll Tarp) sold for $700.00 10. & 11. Welder	Weaver Auction Sept. 19th sale date.	COMPLETED Total Quantity 10.00 Total Invoice Sale Price: $2,850.00 Total Commission: $690.00 Total Due to Consignor: $2,160.00

Motion #	Motion	By	Action	Status
		(Miller & Lincoln 226), Grinder, pressure washer sold for $250.00 16. Safety cages (Rear Cab) 2 sold at $300.00 each #2, 8, 12, 13, 14, 15 still in BHC Yard		
RC18-271	that if Council does not receive nominations for one or both of the Wards by noon on nomination day, September 17, 2018 and no nominations have been received for a period of 6 days, including nomination day but not including Saturday, Sunday and holidays, that Council direct Administration to request from Municipal Affairs an extension until February/March, 2019.	Shelley		COMPLETED
RC18-279	that Administration bring back Bylaw No. 2014-03 Birch Hills County Regional Fire Services Bylaw with Schedule of Fees and Charges to Council for review at a future Governance Meeting and/or Regular Council Meeting.	Hermann		
RC18-283	that Council request an extension from Municipal Affairs from 2 to 3 years for Birch Hills County's ICF's and IDP's with the following neighboring municipalities: County of Grande Prairie No. 1; Municipal District of Fairview No. 136; Municipal District of Greenview No. 16;	Hermann	Letter signed and mailed August 23 to Municipal Affairs. Letters signed and mailed to neighboring	COMPLETED

Motion #	Motion	By	Action	Status
	Municipal District of Peace No. 135; Municipal District of Smoky River No. 130; Municipal District of Spirit River No. 133; Northern Sunrise County; and Saddle Hills County.		municipalities September 20.	
MEETING	**August 27, 2018 SPECIAL COUNCIL MEETING**			
RC18-293	that Council appoints Director of Corporate Services Shelley Braun as Clerk of the Birch Hills County Subdivision and Development Appeal Board upon successful completion of the required training.	Shelley	Booked for training course October 10, 2018.	COMPLETED
RC18-295	that Council Direct Administration to bring the Payment of Honourarium Policy to a future Governance Meeting for review and discussion.	Hermann		
MEETING	September 13, 2018 REGULAR COUNCIL MEETING			
RC18-302	that Council authorize CAO Minderlein to attend Peace Region Economic Development Association (PREDA) meeting with Councillor Wendland in Fox Creek on September 21.	Hermann	Attended Sept. 20 Smoky River meeting in lieu of.	COMPLETED
RC18-304	that Council rescind Resolution RC18-294.	Shawna	Noted on Master	COMPLETED
RC18-305	that Council amend Section 4.7.2 of the Birch Hills County Governance Operational Policy by replacing: "Public Member Appointments shall be paid $100.00 per day (regardless of length) excluding appointed members of the Birch Hills County Library Board."	Hermann	Made changes to Governance & Operational Policy.	COMPLETED

Motion #	Motion	By	Action	Status
	with “Public Member Appointments shall be paid $175.00 per day (regardless of length) excluding appointed members of the Birch Hills County Library Board.” ; and that this amendment be effective August 27, 2018.			
RC18-306	that Council appoint Ms. Pam Poetker to sit on the Municipal Planning Commission for Birch Hills County.	Hermann	Ms. Poetker advised by phone and letter..	COMPLETED
RC18-307	that Council for Birch Hills County Provides Support for the Alberta Community Partnerships grant application to fund a feasibility study to review access to the Peace River in partnership with the Municipal District of Spirit River No. 133, Municipal District of Peace No. 135, Saddle Hills County, Municipal District of Fairview No. 136 and Birch Hills County, with Municipal District of Fairview No. 136 being the managing partner.	Hermann	Letters mailed or delivered to to MD of Fairview and partnering MD’s & Counties	COMPLETED
RC18-308	that Council direct Administration to advertise for two representatives (one from Ward 5 and one from Ward 6) to serve on the Birch Hills County Recreation Board for a three (3) year term and to bring the results back to the October 2018 Organizational Meeting.	Beverly	Advertise	
RC18-309	that Council have the 71-01-18 Recreation Operating Assistance Grant policy brought back to a future Governance meeting for review.	Hermann		

Motion #	Motion	By	Action	Status
RC18-310	that Council direct administration to advertise the tender for Birch Hills County Landfills/Transfer Site Supervisor Contract with a closing date of no later than October 30th, 2018 at 2:00 p.m., to become effective January 1st, 2019 and that Council approves a 2 (two) year landfills/transfer site supervisor contract.	Beverly	Advertised and awaiting submissions.	
RC18-311	that Council establishes the reserve bids for properties that may be up for sale by auction on October 1, 2018 as follows; 1. The reserve bid for roll 182291 is to be set at $15, 000; 2.The reserve bid for roll 315466 is to be set at $17, 000; 3. The reserve bid for roll 316241 is to be set at $40,040; and 4. The reserve bid for roll 061263 is to be set at $135,000.	Lucy	Sold property 4, other properties tax accounts brought up to date.	COMPLETED
RC18-312	that Council provide the Eaglesham Fire Fighter Society with approval to store and serve alcohol at the Eaglesham Hall for their Barrels and Buckles Dance fundraiser event for November 17, 2018 provided that they obtain the proper insurances, permits and/or licenses to do so.	Hermann	Official letter attached to email to Tom on Sept 17.	
RC18-313	that Council approve of the provision of a Grant of an amount up to $125.00 to the Eaglesham Fire Fighter Society to be utilized to cover Eaglesham	Hermann	Official letter attached to email to Tom on Sept 17.	

Motion #	Motion	By	Action	Status
	Hall rental for the Barrels and Buckles Dance fundraiser event planned for November 17, 2018 provided that the facilities and equipment are returned in good repair and to standard of cleanliness that will be inspected and approved by the County's representatives.			
RC18-316	**RC18-316 Moved by Councillor Reum** that Council direct Administration to advertise for tenancy the property located at 4802 (4806) 52nd Street in Eaglesham, Alberta with availability date to be November 1, 2018 at a lease rate of $1000.00 per month plus all utilities and direct Administration to draw up a draft lease and bring it back to next Regular Council Meeting for Council's review and approval and to include, but not limit to, clauses to address the following: a) no subletting; b) 90 days' written notice to end the tenancy to exit lease; and c) a damage deposit equivalent to one month's rent	Hermann	Prepare Ad Draft Lease	
RC18-321	that Council acknowledges the update provided by Agricultural Services staff regarding the positive test for clubroot from a field in Birch Hills County for information, and directs CAO Minderlein to insure staff take the appropriate actions dictated by Provincial and County legislation, regulations, and policies.	Hermann/ Amanda		COMPLETED

Motion #	Motion	By	Action	Status
RC18-322	that Council accept the Central Peace Medical Health Center Agreements Drafts as information.			COMPLETED
MEETING	September 20, 2018 SPECIAL COUNCIL MEETING			
RC18-326	that Council authorize Administration to direct the County's legal representatives at Reynolds Mirth Richards & Farmer to negotiate a guilty plea to the charges laid under the Provincial Parks Act with a goal of a minimal fine of $2,000 and recognition that County's actions were as a result of an honest mistake and that there had been no lasting damage in the Park.	Hermann	Went to Court in Peace River Sept 24, plead to count 1 and fined $2000.00.	COMPLETED
MEETING	September 21, 2018 REGULAR COUNCIL MEETING			
RC18-328	that Council provide authority for holding an advance vote for the 2018 Ward 1 By-election with date and time set by the Returning Officer.	Shelley	October 3 Advance By-election.	COMPLETED

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	October 11, 2018	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Dispatch Services Agreement	**Presenter:**	Dion Hynes

DESCRIPTION:

Administration is providing Council with a request received from the City of Grande Prairie Fire Department for the renewal of our Dispatch Service Agreement.

BACKGROUND:

This agreement was last presented for approval to Council in 2014 where Council passed the following Resolution:

DISPATCH SERVICES FEES

RC14-028 **Moved by Councillor Manzulenko**

That Council approve the Five Year Emergency Fire Dispatch Services Agreement with the City of Grande Prairie effective January 1, 2014 as presented.

CARRIED.

The letter sent by the City of Grande Prairie Fire Department as well as the proposed agreement and rates are attached for Council's review.

DISCUSSION / BENEFITS / DISDVANTAGES:

Dispatch Services for our Fire Departments and MCR's are provided by the City of Grande Prairie. These services are essential for the provision of these services to our residents.

COST / SOURCE OF FUNDING:

These costs are coded to GL account 2-23-00-00-249, and the cost for 2018 was $15,867.96 plus GST. The cost in the new agreement for 2019 will be $15,882.50 plus GST. The reason that costs were not increased at the same rate as per the previous agreement (4% per year) is due to reduction in population numbers from 1,582 to 1,553.

ATTACHMENT(S):

Request received from the City of Grande Prairie Fire Department

New Dispatch Service Agreement

Schedule A to Agreement detailing fee structure from 2019 to 2023 inclusive

OPTIONS:

Council may choose to:

1. Authorize Birch Hills County to enter into an agreement for the City of Grande Prairie to provide the County with Emergency Dispatch Services for a five year term beginning in 2019 through to, and including 2023; or

2. Not authorize Birch Hills County to enter into an agreement for the City of Grande Prairie to provide the County with Emergency Dispatch Services and direct Administration to take alternate measures as determined by Council.

RECOMMENDED ACTION:

It is Administration's recommendation that Council authorize Birch Hills County to enter into an agreement for the City of Grande Prairie to provide the County with Emergency Dispatch Services for a five-year term beginning in 2019 through to, and including 2023.

THE CITY OF GRANDE prairie CANADA

P.O. Bag 4000
Grande Prairie, AB T8V 6V3
Phone: 780-538-0300

September 11, 2018

Dion Hynes
Director of Public Works
Birch Hills County

Dear Dion:

SUBJECT: EMERGENCY FIRE DISPATCH AGREEMENT

I am writing to advise you that we need to renew your municipality's Agreement for the provision of Emergency Fire Dispatch Services. Your current agreement expires December 31, 2018. I am attaching a Draft Fire Dispatch Agreement, which I have prepared for your review. The Draft Dispatch Agreement is the standard agreement that we have in place with all of our dispatch customers.

I am also attaching "Schedule A", Dispatch Service Fees, which will be applicable to your renewal agreement. This information is based on our Dispatch Fee Formula, which we use to calculate the fees for all of our Dispatch Service Agreements.

If the draft information is acceptable to you, please prepare and have two copies signed, and forward to me for signing on our end.

I look forward to hearing back from you soon.

Should you have any questions concerning the renewal of this agreement, please feel free to call me at (780) 830-5022 or via email at jsaastad@cityofgp.com .

Sincerely,

Janine Saastad
Deputy Fire Chief
Grande Prairie Fire Department

EMERGENCY FIRE DISPATCH SERVICES AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2018,

BETWEEN:

THE CITY OF GRANDE PRAIRIE
("City")

OF THE FIRST PART

AND:

BIRCH HILLS COUNTY
("County")

OF THE SECOND PART

WHEREBY IT IS AGREED:

1.1 Definitions:
In this Agreement the following words and expressions shall have the following meanings:

1.1.1 "Service Areas" means the areas serviced by the Birch Hills County Fire Departments.

1.1.2 "Dispatch Services" means the Emergency Fire Dispatch Services for emergency fire calls originating from or pertaining to Service Areas, but excluding the provision of 911 call taking and transfer services. This includes the actions to be taken by the Operator after establishing the need to dispatch the appropriate Fire Department(s) and all dispatch functions as outlined in the Standard Operating Procedures of the City in existence, from time to time.

1.1.3 "Operator" means that person or persons appointed by the City to carry out the City's call handling and dispatch responsibilities under this Agreement.

1.1.4 "Effective Date" means January 1, 2019.

2.1 Engagement:
The County engages the City to provide Birch Hills County with the Dispatch Services and the City agrees to provide Birch Hills County with the Dispatch Services.

2.2. Terms of Agreement:
This Agreement shall remain in force for five (5) years after the Effective Date ("Term").

2.3 Renewal:

Unless either party shall give written notice to the contrary no later than six (6) months prior to the expiry of the Term or any renewal term, as the case may be, the Term shall be automatically renewed for successive periods of five (5) years and all of the terms of this Agreement shall remain in force during each renewed term except for the Service Fee stipulated in Article 2.5 which will be agreed upon between the parties. Failing such agreement no later than three (3) months before any renewal date, this Agreement will be deemed to be terminated as of the date of the expiry of the Term or renewal term, as the case may be.

2.4 Termination upon Notice:

Either party may terminate this Agreement at any time during the Term upon giving six (6) months written notice to the other party.

2.5 Annual Service Fee:

2.5.1 The annual service fee ("Service Fee") is stated in Schedule “A”.

2.5.2 The County shall pay the Service Fee to the City prior to the commencement of each year of the Term.

2.5.3 If the County shall terminate this Agreement effective on a date prior to an Anniversary Date, the Service Fee paid for that year will not be pro-rated.

2.5.4 If the City shall terminate this Agreement effective on a date prior to an Anniversary Date, the Service Fee paid for that year will be pro-rated.

2.6 911 Services:

It is specifically acknowledged that 911 call taking and transfer services are not covered by this agreement.

3.1 Covenants of the City:

Subject to Article 3.2 the City covenants and agrees with the County:

3.1.1 To provide the Dispatch Services to the County during the Term as provided in this Agreement;

3.1.2 To provide the Dispatch Services on a year round 24 hours per day, seven (7) days per week basis;

3.1.3 To provide a training session with respect to the operation of the dispatch system as needed;

3.1.4 To keep and maintain proper records with respect to the provisions of the Dispatch services including total calls received, the manner in which calls have been dealt with and any other information which the parties may jointly agree should be recorded;

3.1.5 To provide the County with current copies of all applicable Standard Operating Procedures and from time to time with any future amendments.

3.2 The County acknowledges that the City has other dispatch obligations and, having regard to those obligations; the City will use reasonable efforts to provide the best possible service as outlined in the City's Standard Operating Procedures. A copy of the City's Standard Operating Procedures will be available for review by the County at any time.

4.1 Covenants of the County:
The County covenants and agrees with the City:

4.1.1 That the County shall be responsible for the development of all public information relating to Dispatch Services available in the Service Area at its sole expense and any such public information shall be approved by the City prior to release to the public;

4.1.2 That the cost of any equipment required to fulfil the City's obligations hereunder including, but not limited to, the addition of telephone lines, fire response vehicle telephone and radio equipment shall be reimbursed to the City by the County subject to the City providing the County with written estimates of costs and receiving prior written approval from the County;

4.1.3 To obtain and maintain in force throughout the Term public liability insurance in the sum of at least $2,000,000.00 per occurrence or such greater sum as the City's policy shall from time to time stipulate, upon three (3) months written notice, such insurance to cover against any claims for bodily injury, death and property damage, arising out of this agreement or the performance by the City of its obligations hereunder, the policy to include the City as a named insured;

4.1.4 To provide the City from time to time proof that such insurance remains in force;

4.1.5 Each party hereby agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from any and all liability; loss, damage, claims, demands, costs and expenses of whatsoever nature, including court costs and attorneys' fees, arising from or growing out of any injury or death of persons whomsoever (including officers, agents and employees of the Owner, of the Contractor and of any subcontractor as well as other persons) or loss of or damage to the property whatsoever (including property of or in the custody of the Owner, the Contractor or any subcontractor as well as other property) when such injury, death, loss or damage occurs from: the negligence of indemnifying party its Agents and employees and is within the scope of the work performed under this agreement; or when such injury, death, loss or damage arises out of a breach of the agreement, provided that with respect to the officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable.

5.1 Force Majeure:

The City shall not be liable to the County for any failure of or delay in the performance of its obligations hereunder nor be deemed to be in breach of this Agreement, if such failure or delay has arisen from "Force Majeure" which, for the purposes of this Agreement, means any cause not within the reasonable control of the City including, without limitation, interruption of telecommunications or any utility service, acts of God, strikes, or other industrial disturbances, acts of war, and civil disturbance. Where the City is prevented from carrying out its obligations hereunder due to Force Majeure, the City shall, as soon as possible, give notice of the Occurrence of such Force Majeure to the County and the City shall thereupon be excused from the performance of such obligations for the period of time directly attributable to the effect of the Force Majeure.

5.2 Waiver:

No consent or waiver, express or implied, by either party to or of any particular breach or default by the other party shall be deemed to be a consent or waiver to or of any other breach or default hereunder.

5.3 Further Assurances:

The parties each covenant to do such things and execute such further documents as may be necessary or advisable to carry out terms of this Agreement.

5.4 Notices:

5.4.1 Any notice permitted or required under this Agreement may be delivered personally or sent by facsimile transmission or single registered mail addressed in the case of the City to:

City of Grande Prairie
Postal Bag 4000
10205 98 Street
Grande Prairie, AB T8V 2E7
Attention: Fire Chief
Fax: 780-538-0395

Or, in the case of the County to:

Birch Hills County
Box 157,
Wanham, AB T0H 3P0
Fax: 780-694-3788

5.4.2 Any notice delivered personally or sent by facsimile transmission shall be deemed to be received on the date of delivery.

A notice sent by mail shall be deemed to be delivered on the third business day following the date of mailing. In the case of a postal strike or other disruption of service, only delivery either personally or by facsimile transmission shall be effective.

5.5 Agreement:

This Agreement:

5.5.1 constitutes the entire agreement between the parties;

5.5.2 may only be amended by a further agreement in writing signed by both parties;

5.5.3 is not assignable, either wholly or in part, without prior written consent of the other party, which consent should not be unreasonably withheld;

5.5.4 enures to the benefit of and is binding upon the parties and their respective successors and permitted assigns;

5.6 Time shall be of the essence of this agreement.

IN WITNESS OF WHICH the parties have executed this Agreement.

THE CITY OF GRANDE PRAIRIE	**BIRCH HILLS COUNTY**
PER: _____	**PER:** _____
	PER: _____

"Schedule A"

Dispatch Service Fees - Birch Hills County
2019 - 2023

Annual Base Dispatch Fee Per FD/Station	$3000	X number of FD/Stations		
	$3000	X 4	=	$12,000

Birch Hills MCR's, Eaglesham FD, Tangent FD, Wanham FD

PLUS

Per Capita Dispatch Fee Fire	$2.50	X population		
	$2.50	X 1,553	=	$3,882.50

**Population figures taken from 2017 Municipal Affairs Population List

EQUALS:		**Total Annual Dispatch Fee**
2019		**$15,882.50**
2020	**Add 4%**	**$16,517.80**
2021	**Add 4%**	**$17,178.50**
2022	**Add 4%**	**$17,865.65**
2023	**Add 4%**	**$18,580.28**

Subsequent yearly adjustments of 4% will be applied to all agreements to reflect increases in the Communications Centre's operating budget.

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	October 11, 2018	**CAO:**	
Originated By:	Shelley Braun/Dir. Corp Services	**Manager:**	
Item Title:	ATB Investment Policy Statement	**Presenter:**	Hermann Minderlein

DESCRIPTION:

Council is being provided with a copy of the current ATB Investment Policy Statement (IPS) agreement for accounts 0504 and 0508.

BACKGROUND:

The agreements were signed September 1, 2015 and are due for renewal every three years.
2-12-10-01-814 Investment Management Fees historical costs

2015	$15,091
2016	$13,637
2017	$13,556
2018 YTD	$ 6,746

COST / SOURCE OF FUNDING:

2019 - $15,000, 2020 - $15,000, 2021 - $15,000 O&M Budgets
Note: No change/increase to the new ATB Management Fee schedule

ATTACHMENT(S):

ATB Investment Review September 11, 2018
ATB Investment Policy Statement Fixed Income Account dated September 1, 2015
ATB Investment Policy Statement Fixed Income Account dated September 11, 2018
ATB Investment Policy Statement Cash Management dated September 1, 2015
ATB Investment Policy Statement Cash Management dated September 11, 2018
2018 Investment Summary Portfolio

OPTIONS:

Council may choose to:

1. authorize Administration to sign ATB Investment Policy Statements for accounts 0504 and 0508;

2. issue RFP for other companies to provide services.

RECOMMENDED ACTION:

It is Administration's recommendation

"that Council authorize Administration to sign the new three-year ATB Investment Policy Statements dated September 11, 2018 for accounts 0504 and 0508."

Birch Hills County

Date: September 2018

Purpose: Investment Review

Topics to discuss:

- Explain the inverse relationship between interest rates and bond prices
- Explain the primary difference between bonds and GICs - bonds can be sold prior to maturity and therefore their price fluctuates until maturity
- Review the Fixed Income portfolio's performance
- Review the Cash Management portfolio's performance

Who Is ATB Investment Management

- Specialist in managing investments for municipalities
- Ability to access best investments available
- Highest duty of care in industry – fiduciary duty

Purpose of Investment Accounts

- Earn a competitive rate of return without putting the capital at undue risk
- Fixed Income – expected time horizon is greater than 1 year
- Cash Management – expected time horizon is less than 1 year
- Maintain compliance with Municipal Government Act (Section 250) & the County's internal Investment Policy

Fixed Income account results:

You have invested	$	3,000,000
It is now worth (as of Sept 7, 2018)	**$**	**3,562,369**
Your investment gains	$	562,369
2012		5.40%
2013		3.62%
2014		3.52%
2015		3.25%
2016		2.92%
2017		2.54%
2018 YTD		**0.95%**
Since inception		**2.44%**
Current Yield		*2.49%*
Current Yield with recommendations		*2.76%*

Current portfolio composition and recommendations:

- Portfolio is 'laddered' with investments maturing every year between 2019 through to 2027
- All securities are rated A(High) or better. Lowest rated bond is a Province of Quebec bond with a 3% coupon maturing in 2023.
- Three bonds now have a yields above 3% (2023 RBC bond, 2024 TD bond, and a 2026 BMO bond)
- In fixed income account, **recommend** redeeming 1.97% Cashable GIC and purchasing 2 year non-redeemable GIC paying 3.07% and a new Cashable GIC paying 2.59%

Cash Management account results:

You have invested	$	5,022,514
It is now worth (as of Sept 7, 2018)	**$**	**5,285,682**
Your investment gains	$	263,168
2012		1.46%
2013		1.44%
2014		1.43%
2015		1.44%
2016		1.37%
2017		1.32%
2018 YTD		**1.03%**
Since inception		**1.34%**
Current Yield		*1.95%*
Current Yield with recommendations		*2.40%*

Current portfolio composition and recommendations:

- In cash management account **recommend** investing $3.25 million in Cashable GICs paying 2.59%. This will leave approximately $1.5 million in the High Interest Savings Account (HISA) paying 1.95% to cover expected cash flow needs over the next 90 days.

ATB Investment Management Inc.

Investment Policy Statement

for

Birch Hills County

September 01, 2015

FIXED INCOME Account

Introduction

This Investment Policy Statement ("IPS") discusses the relationship between ATB Investment Management Inc. ("ATBIM") and you as our client. We have gathered information relevant to investment decisions such as your financial circumstances, personal data, attitude toward risk, and your objectives in investing. We have also gathered information required to comply with laws pertaining to the investment industry.

This IPS addresses your risk tolerance, return expectations, and all investment constraints including investment time horizon, liquidity needs, tax concerns, legal and regulatory factors, and unique circumstances. We use this information to determine whether a particular investment or strategy is suitable for you. This IPS will describe the roles and responsibilities of you as our client, the investment process as well as time tables for IPS review and evaluation.

The agreement between you and ATBIM is contained in several documents which include this IPS along with a Relationship Disclosure Document and a New Client Application Form. From time to time, other documents may be provided to you which will also form part of our agreement.

Risk Tolerance

In the context of this IPS, 'risk' may be defined as the magnitude of changes (increases and decreases) in the market value of a portfolio (i.e. the volatility over time). Capacity for investment risk refers to the dollar or percentage amount of decline that can be accepted, given your need for capital preservation, income, and inflation protection. Willingness to take risk refers to the extent of any decline that can be accepted given personality and previous experience with investments.

Your investment strategy should strike a balance between these two risk tolerance levels. Asset allocation is central to the long-term success of an investor and their peace of mind along the way. Stocks (also known as equities) are typically more volatile than bonds (also known as fixed income). The asset allocation of a risk-averse investor will generally favour bonds over stocks. Conversely, the asset allocation of a more risk-tolerant investor will generally favour stocks over bonds. Your Investment Counselor ("IC") will discuss how the role of valuations in investment markets may influence these generalizations.

Account Objectives and Fees

In discussing portfolio objectives with an IC, you have indicated a requirement for lower volatility levels and a focus on preservation of capital in real, inflation-adjusted terms. To achieve these objectives, ATBIM will invest your assets in a portfolio of high quality fixed income securities with staggered maturity dates, in order to minimize interest-rate risk while still producing a suitable income stream. Typically longer term yields are higher than short-term yields. By staggering the maturity dates of fixed income securities we can minimize risk over longer time horizons, without requiring you to buy only low-yield, short-term investment securities. As maturities come due, or new funds are added, we will extend the new funds towards the longer end of the yield curve or match maturity dates with any cash flow requirements you may have.

We will meet with you at least annually to ensure your income needs are being met and that the established benchmark targets remain appropriate. We will monitor your portfolio regularly and if we find it necessary we will recommend modest changes to your asset allocation.

Frequent rebalancing can reduce the long-term after tax return of the portfolio as it increases transaction fees, may create unnecessary taxable income, and will generate unnecessary trading activity as asset class returns move up and down over the year.

We apply the risk and diversification controls expected of any prudent investment management firm. At the manager level, diversification takes place at the industry and security levels. Each manager's exposure to particular industries and, where applicable, geographic areas are updated quarterly and monitored for excessive concentration.

Current Yield to Maturity _____%

Advisory Fees for Household .37 % per year, dependent on future portfolio value

Trading Authorization

By signing, you appoint ATB Investment Management Inc. ("ATBIM"), through its duly authorized representatives, to be your agent ("Agent") and to act on your behalf to do anything an agent can lawfully do in relation to your investment accounts held at your Custodian, which may be ATB Securities Inc. ("ATBSI"). A Custodian is a financial services provider that holds the assets of your investment account(s) and facilitates trading, settlement and other back office services. The authority granted to ATBIM to deal with your custodian on your behalf includes, but is not limited to:

- account transactions such as trading any securities in your account(s);
- giving instructions relating to making deposits to or withdrawals from your account(s);
- receiving trade confirmations for all account transactions

You hereby authorize your agent to act on your behalf with regard to your account(s) at your Custodian and you authorize your Custodian to accept your Agent's instructions as set out above. You agree that ATBIM may provide this agreement to your Custodian, upon their request, to confirm the trading authorization. You agree to indemnify your Custodian and hold them harmless from, and pay them promptly on demand, for any losses or money due on your account(s) as a result of your actions or those of your Agent.

You acknowledge that no other person shall be authorized to provide your Custodian with instructions in respect of the account(s) and that no other person may be appointed as your agent, attorney or substitute on the account(s) without express written notice to your Custodian and ATBIM.

You agree that your Custodian may continue to deal with your Agent until you provide notice of revocation in writing to your Custodian. This authorization will end immediately upon legal determination of your mental incapacity or death.

Professional Fees

Advisory fees payable to ATBIM are as follows:

0.45% per year on the first $2 million
0.25% per year on the next $3 million
0.15% per year on the remainder

There is a minimum $4,500 per year advisory fee. You authorize us to collect the fee and other fees outlined below by way of direct withdrawal from your account(s). Advisory fees are calculated no less frequently than monthly based on the market value of assets in your account(s) and charged quarterly. Fees are charged "in arrears" after the service has been provided.

Advisory fees do not include custodial fees or trade execution fees charged by non-related parties. Many clients do not pay custodial or trade execution fees by using ATBSI as their custodian.

Sub-advisory fees for third-party investment managers performing security selection are charged to your account(s) and collected with advisory fees. Your sub-advisory fees are a flat .45 % per year. For transparency, advisory fees are presented separately from sub-advisory fees.

A mutual fund or pooled fund held in your account(s) may incur expenses such as trade execution fees, legal, and accounting fees. These expenses are paid by the fund and may impact the fund's net asset value.

Duties and Responsibilities

Investment Counselor

Your IC is responsible for guiding you through a disciplined and rigorous investment process:

1. Prepare an IPS and maintain its relevance through candid in-person dialogue and our policy to renew the IPS with your signature every three years.
2. Monitor the portfolio's asset allocation and apply full discretion to reposition and rebalance the portfolio in accordance with the targets and ranges in the IPS' strategic asset allocation.
3. Act as a fiduciary for you by ensuring that all decisions made on your behalf are in your best interests above all else.
4. Maintain proper registration with securities regulators in your jurisdiction while avoiding conflicts of interest and prohibited transactions and comply with applicable laws, rules and regulations including assessing the suitability of transactions prior to execution and on an on-going basis.
5. Provide you with detailed quarterly reporting on your portfolio and meet with you annually to review your IPS and discuss changes to personal information.
6. Work with other ATB Investment Management Inc. professionals to research and monitor third-party investment managers acting as sub-advisors for your portfolio.

Financial Advisor

In many circumstances, a Financial Advisor ("FA") with ATB Securities Inc. is a key contributor to the investment relationship. If an FA is involved, their primary responsibility is to coordinate your investment services to contribute to a high quality client experience with ATB.

In a discretionary investment counseling relationship you are providing your IC with trading authorization for day-to-day investment decision making. Your FA does not have the same registration with securities regulators and is not in a position to accept trade instructions, direct trading or provide specific investment advice.

Birch Hills County

The assets are to be managed on a discretionary basis and you will not be involved in day-to-day decision making. Nevertheless, your IC requires timely knowledge of important information to properly manage your portfolio.

1. Advise your IC of any significant change to your circumstances that may influence your investment objectives, risk sensitivity, time horizon, tax situation or investment constraints.
2. Engage in candid discussions with your IC about your current financial situation, including assets held at other financial institutions to ensure that investment professionals are not working towards goals that conflict.
3. Meet with an IC annually to review your IPS and discuss changes to your overall investment strategy.
4. Review all reports and documents provided by us. We encourage clients to ask tough questions and to feel comfortable requesting information about your portfolio, ATBIM and your IC.

Use of Third Parties

ATB Investment Management Inc.'s belief in independence involves using third-party managers for sub-advisory services. They perform in-depth analysis to select individual securities such as bonds and stocks. This is in contrast to our peers who may use in-house services rather than independent third parties that ATBIM can add or remove as needed. These third parties are expected to:

1. Manage the assets under supervision in accordance with the guidelines and objectives in their prospectus, trust agreement or contract.
2. Use care, skill, prudence, and due diligence to manage investment assets while complying with applicable laws, rules and regulations.
3. Exercise full investment discretion with respect to buying and selling securities in the portfolios.
4. Vote proxies promptly and consistently. Keep detailed records of proxy voting and related actions.

Protecting Your Privacy

ATBIM collects personal information from you to establish and service your account(s) and financial information is generated and stored during the operation of your account(s). ATBIM is committed to protecting your privacy and the confidentiality of this information in accordance with the ATB Financial Privacy Policy and Alberta's Personal Information Protection Act ("PIPA").

Prior to disclosing personal information to an entity other than ATBSI, a securities regulatory authority or as required by law to the Financial Transactions and Reports Analysis Centre of Canada ("FINTRAC") or other law enforcement agency, ATBIM will provide you with details on the nature of the information, the intended use, as well as the name of the third party and the relationship to ATBIM.

Clients may receive periodic requests from ATBIM or its third party service providers to gather specific feedback on ATBIM and the service provided by your Investment Counselor in order to maintain high standards and promote a positive client experience.

Clients may be introduced to ATBIM through an ATBSI Financial Advisor ("FA"). If applicable, the FA may continue to access your personal and account information in order to stay involved in the operation of your account(s). If you do not consent to continuing to share your information with the FA, he or she will no longer be involved in the service of your account(s). This consent can be revoked at any time by completing a new form.

ATBSI FA name (if applicable): Keith Tourand

☒ I consent to share my personal and account information for the specific purposes described above.

☐ I do not consent to share my personal and account information for the specific purposes described above.

Electronic Communications

You provide consent to ATBIM to send your confidential investment and personal information by email, facsimile or another electronic method. This includes, but is not limited to, investment account balances and trading records for your account(s).

You understand and agree that there is a risk that a third party may gain access to your confidential information by intercepting or otherwise gaining access to these electronic communications. You hereby indemnify and hold harmless ATBIM for any loss or damages you may suffer as a result of these electronic communications being accessed by an unauthorized party.

Until further written notice, ATBIM may send electronic communications to me as follows:

Client Email 1: shelleyb@birchhillscounty.com Client Fax: _____

Client Email 2: _____

On occasion, ATBIM receives requests for information from a client's accountants and other professional advisors. To expedite service, you agree that ATBIM may send your personal and investment information to the following third parties should they request it:

Third Party #1 Name: _____

Third Party #1 Email/Fax: _____

Third Party #2 Name: _____

Third Party #2 Email/Fax: _____

From time to time, ATBIM sends event invitations, investment updates, ATB publications, and similar items that may be considered Commercial Electronic Messages ("CEMs") via email, text message or social media. You may revoke your consent to receive CEMs at any time by completing a new form.

☒ I consent to receive CEMs ☐ I do not consent to receive CEMs

Relationship Disclosure Document

As part of the Agreement, you will receive a Relationship Disclosure Document that discusses risks you should be aware of, trade allocation policy, available complaint resolution and mediation services, personal trading policy, and other important topics. Please notify your Investment Counselor of concerns or questions.

Amendment and Termination

This agreement may be amended by us with thirty (30) days prior written notice. This agreement may be terminated by either party with thirty (30) days written notice. Notice is deemed received when we have contacted you, by mail or otherwise, at the address provided by you.

Know Your Client ("KYC") Information

Household / Entity Name	Birch Hills County
Household Address	PO Box 157 Wanham, AB T0H 3P0
Client 1 Name	
Client 1 Birth Date (mm/dd/yyyy)	
Client 2 Name	
Client 2 Birth Date (mm/dd/yyyy)	
Dependent(s) Name(s)	

This IPS applies to the following account numbers. For accounts being opened, use "new".

Non-Registered (CAD)	
Non-Registered (USD)	
Registered (RRSP, RRIF, etc.)	
RESP	
TFSA	
Investment Corporation	
Other:	EM0-0504-A
Portfolio value (ATBIM)	3,449,061
Primary financial goal	Earn a competitive rate of return without putting the capital at undue risk.
Primary investment objective	Primary objective is capital preservation.
Household risk capacity	■ Low ☐ Below Average ☐ Average ☐ Above Average ☐ High
Household risk comfort	■ Low ☐ Below Average ☐ Average ☐ Above Average ☐ High
Overall household risk tolerance	■ Low ☐ Below Average ☐ Average ☐ Above Average ☐ High
Time horizon	☐ Short (<2 years) ■ Medium ☐ Long (>10 years)
Tax considerations	None
Income and liquidity needs	Sufficient liquidity to meet all reasonably anticipated funding requirements.
Constraints and restrictions	Compliance with Birch Hills County's internal Investment Policy and Municipal Government Act (MGA) investment regulations

Summary of Relevant Details

Client Annual Income (all sources)	Client 1	Client 2	Client Investment Knowledge	Client 1	Client 2	Client Experience with Security Types	Client 1	Client 2
$50,000 or less	☐	☐	Excellent	☐	☐	Money Market / GIC	■	☐
$50,001 - $100,000	☐	☐	Good	☐	☐	Bonds / Fixed Income	■	☐
$100,001 - $150,000	☐	☐	Fair	■	☐	Stocks / Equities	☐	☐
More than $150,000	☐	☐	Low	☐	☐	Derivatives	☐	☐

Net Worth Estimate – Household/Entity

Cash less credit drawn	$	_____
Real estate value less loan balances	+	_____
Investment securities	+	_____
Other assets (art, vehicles, etc.)	+	_____
Estimated Net Worth	=	_____

Agreement

I agree that this IPS accurately reflects my current investment objectives and risk tolerance. The proposed strategic asset allocation and guidelines for the strategic range are acceptable parameters within which to invest my portfolio at ATB Investment Management Inc.

I understand that there is no guarantee of investment returns and that returns will fluctuate over time. Should there be any material change in my circumstances affecting my portfolio or my information I will promptly advise my IC.

Our agreement is contained in several documents which include this IPS along with a Relationship Disclosure Document and a New Client Application Form. From time to time, other documents may be provided to me which will also form part of our agreement.

Harold Northcott

Birch Hills County - Harold Northcott

Shelley Braun

Birch Hills County - Shelley Braun

I hereby declare that I have collected and documented the information required to provide suitable investment counsel to my client(s) as their fiduciary in accordance with relevant securities laws and instruments applicable in Alberta as well as the CFA Institute's Standards of Professional Conduct.

Cory Boddy, CFA
Director and Investment Counselor

September 01, 2015
Date

PRIVATE
INVESTMENT
COUNSEL

ATB Investor Services

Investment Policy Statement

for

Birch Hills County

September 11, 2018

Introduction

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We apply the risk and diversification controls expected of any prudent investment management firm. At the manager level, diversification takes place at the industry and security levels. Each manager's exposure to particular industries and, where applicable, geographic areas are updated quarterly and monitored for excessive concentration.

Current Yield to Maturity 2.76 %

Advisory Fees for Household .36 % per year, dependent on future portfolio value

Trading Authorization

By signing, you appoint ATBIM, through its duly authorized representatives, to be your agent (Agent) and to act on your behalf to do anything an agent can lawfully do in relation to your investment accounts held at your Custodian, which may be ATB Securities Inc. (ATBSI). A Custodian is a financial services provider that holds the assets of your investment account(s) and facilitates trading, settlement and other back office services. The authority granted to ATBIM to deal with your custodian on your behalf includes, but is not limited to:

- account transactions such as trading any securities in your account(s);
- giving instructions relating to making deposits to or withdrawals from your account(s);
- receiving trade confirmations for all account transactions

You hereby authorize your agent to act on your behalf with regard to your account(s) at your Custodian and you authorize your Custodian to accept your Agent's instructions as set out above. You agree that ATBIM may provide this agreement to your Custodian, upon their request, to confirm the trading authorization. You agree to indemnify your Custodian and hold them harmless from, and pay them promptly on demand, for any losses or money due on your account(s) as a result of your actions or those of your Agent.

You acknowledge that no other person shall be authorized to provide your Custodian with instructions in respect of the account(s) and that no other person may be appointed as your agent, attorney or substitute on the account(s) without express written notice to your Custodian and ATBIM.

You agree that your Custodian may continue to deal with your Agent until you provide notice of revocation in writing to your Custodian. This authorization will end immediately upon legal determination of your mental incapacity or death.

Professional Fees

Advisory fees payable to ATBIM are as follows:

0.45% per year on the first $2 million
0.25% per year on the next $3 million
0.15% per year on the remainder

There is a minimum $4,500 per year advisory fee. You authorize us to collect the fee and other fees outlined below by way of direct withdrawal from your account(s). Advisory fees are calculated no less frequently than monthly based on the market value of assets in your account(s) and charged quarterly. Fees are charged "in arrears" after the service has been provided.

Advisory fees do not include custodial fees or trade execution fees charged by non-related parties. Many clients do not pay custodial or trade execution fees by using ATBSI as their custodian.

Sub-advisory fees for third-party investment managers performing security selection are charged to your account(s) and collected with advisory fees. Your sub-advisory fees are a flat 0 % per year. For transparency, advisory fees are presented separately from sub-advisory fees.

A mutual fund or pooled fund held in your account(s) may incur expenses such as trade execution fees, legal, and accounting fees. These expenses are paid by the fund and may impact the fund's net asset value.

Duties and Responsibilities

Investment Counselor

Your IC is responsible for guiding you through a disciplined and rigorous investment process:

1. Prepare an IPS and maintain its relevance through candid in-person dialogue and our policy to renew the IPS with your signature every three years.
2. Monitor the portfolio's asset allocation and apply full discretion to reposition and rebalance the portfolio in accordance with the targets and ranges in the IPS' strategic asset allocation.
3. Act as a fiduciary for you by ensuring that all decisions made on your behalf are in your best interests above all else.
4. Maintain proper registration with securities regulators in your jurisdiction while avoiding conflicts of interest and prohibited transactions and comply with applicable laws, rules and regulations including assessing the suitability of transactions prior to execution and on an on-going basis.
5. Provide you with detailed quarterly reporting on your portfolio and meet with you annually to review your IPS and discuss changes to personal information.
6. Work with other ATB Investment Management Inc. professionals to research and monitor third-party investment managers acting as sub-advisors for your portfolio.

Financial Advisor

In many circumstances, a financial advisor (FA) with ATBSI is a key contributor to the investment relationship. If an FA is involved, their primary responsibility is to coordinate your investment services to contribute to a high quality client experience with ATB.

In a discretionary investment counseling relationship you are providing your IC with trading authorization for day-to-day investment decision making. Your FA does not have the same registration with securities regulators and is not in a position to accept trade instructions, direct trading or provide specific investment advice.

Birch Hills County

The assets are to be managed on a discretionary basis and you will not be involved in day-to-day decision making. Nevertheless, your IC requires timely knowledge of important information to properly manage your portfolio.

1. Advise your IC of any significant change to your circumstances that may influence your investment objectives, risk sensitivity, time horizon, tax situation or investment constraints.
2. Engage in candid discussions with your IC about your current financial situation, including assets held at other financial institutions to ensure that investment professionals are not working towards goals that conflict.
3. Meet with an IC annually to review your IPS and discuss changes to your overall investment strategy.
4. Review all reports and documents provided by us. We encourage clients to ask tough questions and to feel comfortable requesting information about your portfolio, ATBIM and your IC.

Use of Third Parties

ATB Investment Management Inc.'s belief in independence involves using third-party managers for sub-advisory services. They perform in-depth analysis to select individual securities such as bonds and stocks. This is in contrast to our peers who may use in-house services rather than independent third parties that ATBIM can add or remove as needed. These third parties are expected to:

1. Manage the assets under supervision in accordance with the guidelines and objectives in their prospectus, trust agreement or contract.
2. Use care, skill, prudence, and due diligence to manage investment assets while complying with applicable laws, rules and regulations.
3. Exercise full investment discretion with respect to buying and selling securities in the portfolios.
4. Vote proxies promptly and consistently. Keep detailed records of proxy voting and related actions.

Protecting Your Privacy

ATBIM collects personal information from you to establish and service your account(s) and financial information is generated and stored during the operation of your account(s). ATBIM is committed to protecting your privacy and the confidentiality of this information in accordance with the ATB Financial Privacy Policy and Alberta's *Personal Information Protection Act* (PIPA).

Prior to disclosing personal information to an entity other than ATBSI, a securities regulatory authority or as required by law to the Financial Transactions and Reports Analysis Centre of Canada (FINTRAC) or other law enforcement agency, ATBIM will provide you with details on the nature of the information, the intended use, as well as the name of the third party and the relationship to ATBIM.

Clients may receive periodic requests from ATBIM or its third party service providers to gather specific feedback on ATBIM and the service provided by your Investment Counselor in order to maintain high standards and promote a positive client experience.

Clients may be introduced to ATBIM through an ATBSI FA. If applicable, the FA may continue to access your personal and account information in order to stay involved in the operation of your account(s). If you do not consent to continuing to share your information with the FA, he or she will no longer be involved in the service of your account(s). This consent can be revoked at any time by completing a new form.

ATBSI FA name (if applicable): _____

☒ I consent to share my personal and account information for the specific purposes described above.

☐ I do not consent to share my personal and account information for the specific purposes described above.

Electronic Communications

You provide consent to ATBIM to send your confidential investment and personal information by email, facsimile or another electronic method. This includes, but is not limited to, investment account balances and trading records for your account(s).

You understand and agree that there is a risk that a third party may gain access to your confidential information by intercepting or otherwise gaining access to these electronic communications. You hereby indemnify and hold harmless ATBIM for any loss or damages you may suffer as a result of these electronic communications being accessed by an unauthorized party.

Until further written notice, ATBIM may send electronic communications to me as follows:

Client Email 1: shelleyb@birchhillscounty.com Client Fax: _____

Client Email 2: marlenem@birchhillscounty.com

On occasion, ATBIM receives requests for information from a client's accountants and other professional advisors. To expedite service, you agree that ATBIM may send your personal and investment information to the following third parties should they request it:

Third Party #1 Name: _____

Third Party #1 Email/Fax: _____

Third Party #2 Name: _____

Third Party #2 Email/Fax: _____

From time to time, ATBIM sends event invitations, investment updates, ATB publications, and similar items that may be considered commercial electronic messages (CEMs) via email, text message or social media. You may revoke your consent to receive CEMs at any time by completing a new form.

☐ I consent to receive CEMs ☐ I do not consent to receive CEMs

Relationship Disclosure Document

As part of the Agreement, you will receive a relationship disclosure document that discusses risks you should be aware of, trade allocation policy, available complaint resolution and mediation services, personal trading policy, and other important topics. Please notify your IC of concerns or questions.

Amendment and Termination

This agreement may be amended by us with thirty (30) days prior written notice. This agreement may be terminated by either party with thirty (30) days written notice. Notice is deemed received when we have contacted you, by mail or otherwise, at the address provided by you.

Know Your Client (KYC) Information

Household / Entity Name	Birch Hills County
Household Address	PO Box 157 Wanham, AB T0H 3P0
Client 1 Name	
Client 1 Birth Date (mm/dd/yyyy)	
Client 2 Name	
Client 2 Birth Date (mm/dd/yyyy)	
Dependent(s) Name(s)	

This IPS applies to the following account numbers. For accounts being opened, use "new".

Non-Registered (CAD)	
Non-Registered (USD)	
Registered (RRSP, RRIF, etc.)	
RESP	
TFSA	
Investment Corporation	
Other:	EM0-0504-A
Portfolio value (ATBIM)	$3,529,550
Primary financial goal	Earn a competitive rate of return without putting the capital at undue risk
Primary investment objective	Primary objective is capital preservation
Household risk capacity	■ Low ☐ Below Average ☐ Average ☐ Above Average ☐ High
Household risk comfort	■ Low ☐ Below Average ☐ Average ☐ Above Average ☐ High
Overall household risk tolerance	☐ Low ☐ Below Average ☐ Average ☐ Above Average ☐ High
Time horizon	☐ Short (<2 years) ■ Medium ☐ Long (>10 years)
Tax considerations	
Income and liquidity needs	Sufficient liquidity to meet all reasonably anticipated funding requirements.
Constraints and restrictions	Compliance with Birch Hills County's internal Investment Policy and Municipal Government (MGA) investment regulations

Summary of Relevant Details

Client Annual Income (all sources)	Client 1	Client 2	Client Investment Knowledge	Client 1	Client 2	Client Experience with Security Types	Client 1	Client 2
$50,000 or less	☐	☐	Excellent	☐	☐	Money Market / GIC	☑	☐
$50,001 - $100,000	☐	☐	Good	☐	☐	Bonds / Fixed Income	☑	☐
$100,001 - $150,000	☐	☐	Fair	☑	☐	Stocks / Equities	☐	☐
More than $150,000	☑	☐	Low	☐	☐	Derivatives	☐	☐

Net Worth Estimate – Household/Entity

Cash less credit drawn	$	_____
Real estate value less loan balances	+	_____
Investment securities	+	_____
Other assets (art, vehicles, etc.)	+	_____
Estimated Net Worth	=	_____

Agreement

I agree that this IPS accurately reflects my current investment objectives and risk tolerance. The proposed strategic asset allocation and guidelines for the strategic range are acceptable parameters within which to invest my portfolio at ATB Investment Management Inc.

I understand that there is no guarantee of investment returns and that returns will fluctuate over time. Should there be any material change in my circumstances affecting my portfolio or my information I will promptly advise my IC.

Our agreement is contained in several documents which include this IPS along with a relationship disclosure document and a new client application form. From time to time, other documents may be provided to me which will also form part of our agreement.

_____ _____

Birch Hills County Birch Hills County

I hereby declare that I have collected and documented the information required to provide suitable investment counsel to my client(s) as their fiduciary in accordance with relevant securities laws and instruments applicable in Alberta as well as the CFA Institute's Standards of Professional Conduct.

September 11

Date

Cory Boddy, CFA

Director and Investment Counselor

Investment Policy Statement

Cash Management

for

Birch Hills County

September 01, 2015

Introduction

This Investment Policy Statement ("IPS") discusses the relationship between ATB Investment Management Inc. ("ATBIM") and you as our client. We have gathered information relevant to investment decisions such as your financial circumstances, personal data, attitude toward risk, and your objectives in investing. We have also gathered information required to comply with laws pertaining to the investment industry.

This IPS addresses your risk tolerance, return expectations, and all investment constraints including investment time horizon, liquidity needs, tax concerns, legal and regulatory factors, and unique circumstances. We use this information to determine whether a particular investment or strategy is suitable for you. This IPS will describe the roles and responsibilities of you as our client, the investment process as well as time tables for IPS review and evaluation.

The agreement between you and ATBIM is contained in several documents which include this IPS along with a Relationship Disclosure Document and a New Client Application Form. From time to time, other documents may be provided to you which will also form part of our agreement.

Account Objectives

The primary objectives of a cash management account are capital preservation and the liquidity of funds. As such, the risk tolerance for this type of portfolio is considered to be low. Investments shall be selected so as to preserve capital while maintaining liquidity. They shall be invested prudently to earn the maximum return without creating meaningful risk to capital and the liquidity consideration. Returns on cash investments have historically been much smaller than fixed income or equities to preserve capital. The return is likely to be subject to income tax as interest income.

Trading Authorization

By signing, you appoint ATB Investment Management Inc. ("ATBIM"), through its duly authorized representatives, to be your agent ("Agent") and to act on your behalf to do anything an agent can lawfully do in relation to your investment accounts held at your Custodian, which may be ATB Securities Inc. ("ATBSI"). A Custodian is a financial services provider that holds the assets of your investment account(s) and facilitates trading, settlement and other back office services. The authority granted to ATBIM to deal with your custodian on your behalf includes, but is not limited to:

- account transactions such as trading any securities in your account(s);
- giving instructions relating to making deposits to or withdrawals from your account(s);
- receiving trade confirmations for all account transactions

You hereby authorize your agent to act on your behalf with regard to your account(s) at your Custodian and you authorize your Custodian to accept your Agent's instructions as set out above. You agree that ATBIM may provide this agreement to your Custodian, upon their request, to confirm the trading authorization. You agree to indemnify your Custodian and hold them harmless from, and pay them promptly on demand, for any losses or money due on your account(s) as a result of your actions or those of your Agent.

You acknowledge that no other person shall be authorized to provide your Custodian with instructions in respect of the account(s) and that no other person may be appointed as your agent, attorney or substitute on the account(s) without express written notice to your Custodian and ATBIM.

You agree that your Custodian may continue to deal with your Agent until you provide notice of revocation in writing to your Custodian. This authorization will end immediately upon legal determination of your mental incapacity or death.

Professional Fees

Advisory fees payable to ATBIM are as follows:

0.15% per year on the first $2 million
0.10% per year on the next $3 million
0.05% per year on the remainder

There is a minimum $3,000 per year advisory fee. You authorize us to collect the fee and other fees outlined below by way of direct withdrawal from your account(s). Advisory fees are calculated no less frequently than monthly based on the market value of assets in your account(s) and charged quarterly. Fees are charged "in arrears" after the service has been provided.

Advisory fees do not include custodial fees or trade execution fees charged by non-related parties. Many clients do not pay custodial or trade execution fees by using ATBSI as their custodian.

A mutual fund or pooled fund held in your account(s) may incur expenses such as trade execution fees, legal, and accounting fees. These expenses are paid by the fund and may impact the fund's net asset value.

Duties and Responsibilities

Investment Counselor

Your Investment Counselor ("IC") is responsible for guiding you through a disciplined and rigorous investment process:

1. Prepare an IPS and maintain its relevance through candid in-person dialogue and our policy to renew the IPS with your signature every three years.
2. Monitor the portfolio's asset allocation and apply full discretion to reposition and rebalance the portfolio in accordance with the targets and ranges in the IPS' strategic asset allocation.
3. Act as a fiduciary for you by ensuring that all decisions made on your behalf are in your best interests above all else.
4. Maintain proper registration with securities regulators in your jurisdiction while avoiding conflicts of interest and prohibited transactions and comply with applicable laws, rules and regulations including assessing the suitability of transactions prior to execution and on an on-going basis.

5. Provide you with detailed quarterly reporting on your portfolio and meet with you annually to review your IPS and discuss changes to personal information.
6. Work with other ATB Investment Management Inc. professionals to research and monitor third-party investment managers acting as sub-advisors for your portfolio.

Financial Advisor

In many circumstances, a Financial Advisor ("FA") with ATB Securities Inc. is a key contributor to the investment relationship. If an FA is involved, their primary responsibility is to coordinate your investment services to contribute to a high quality client experience with ATB.

In a discretionary investment counseling relationship you are providing your IC with trading authorization for day-to-day investment decision making. Your FA does not have the same registration with securities regulators and is not in a position to accept trade instructions, direct trading or provide specific investment advice.

Birch Hills County

The assets are to be managed on a discretionary basis and you will not be involved in day-to-day decision making. Nevertheless, your IC requires timely knowledge of important information to properly manage your portfolio.

1. Advise your IC of any significant change to your circumstances that may influence your investment objectives, risk sensitivity, time horizon, tax situation or investment constraints.
2. Engage in candid discussions with your IC about your current financial situation, including assets held at other financial institutions to ensure that investment professionals are not working towards goals that conflict.
3. Meet with an IC annually to review your IPS and discuss changes to your overall investment strategy.
4. Review all reports and documents provided by us. We encourage clients to ask tough questions and to feel comfortable requesting information about your portfolio, ATBIM and your IC.

Protecting Your Privacy

ATBIM collects personal information from you to establish and service your account(s) and financial information is generated and stored during the operation of your account(s). ATBIM is committed to protecting your privacy and the confidentiality of this information in accordance with the ATB Financial Privacy Policy and Alberta's Personal Information Protection Act ("PIPA").

Prior to disclosing personal information to an entity other than ATBSI, a securities regulatory authority or as required by law to the Financial Transactions and Reports Analysis Centre of Canada ("FINTRAC") or other law enforcement agency, ATBIM will provide you with details on the nature of the information, the intended use, as well as the name of the third party and the relationship to ATBIM.

Clients may receive periodic requests from ATBIM or its third party service providers to gather specific feedback on ATBIM and the service provided by your Investment Counselor in order to maintain high standards and promote a positive client experience.

Clients may be introduced to ATBIM through an ATBSI Financial Advisor ("FA"). If applicable, the FA may continue to access your personal and account information in order to stay involved in the operation of your account(s). If you do not consent to continuing to share your information with the FA, he or she will no longer be involved in the service of your account(s). This consent can be revoked at any time by completing a new form.

ATBSI FA name (if applicable): Keith Tourand

☒ I consent to share my personal and account information for the specific purposes described above.

☐ I do not consent to share my personal and account information for the specific purposes described above.

Electronic Communications

You provide consent to ATBIM to send your confidential investment and personal information by email, facsimile or another electronic method. This includes, but is not limited to, investment account balances and trading records for your account(s).

You understand and agree that there is a risk that a third party may gain access to your confidential information by intercepting or otherwise gaining access to these electronic communications. You hereby indemnify and hold harmless ATBIM for any loss or damages you may suffer as a result of these electronic communications being accessed by an unauthorized party.

Until further written notice, ATBIM may send electronic communications to me as follows:

Client Email 1: shelleyb@birchhillscounty.com Client Fax: 780-694-3788

Client Email 2: _____

On occasion, ATBIM receives requests for information from a client's accountants and other professional advisors. To expedite service, you agree that ATBIM may send your personal and investment information to the following third parties should they request it:

Third Party #1 Name: _____

Third Party #1 Email/Fax: _____

Third Party #2 Name: _____

Third Party #2 Email/Fax: _____

From time to time, ATBIM sends event invitations, investment updates, ATB publications, and similar items that may be considered Commercial Electronic Messages ("CEMs") via email, text message or social media. You may revoke your consent to receive CEMs at any time by completing a new form.

☒ I consent to receive CEMs ☐ I do not consent to receive CEMs

Relationship Disclosure Document

As part of the Agreement, you will receive a Relationship Disclosure Document that discusses risks you should be aware of, trade allocation policy, available complaint resolution and mediation services, personal trading policy, and other important topics. Please notify your Investment Counselor of concerns or questions.

Amendment and Termination

This agreement may be amended by us with thirty (30) days prior written notice. This agreement may be terminated by either party with thirty (30) days written notice. Notice is deemed received when we have contacted you, by mail or otherwise, at the address provided by you.

Know Your Client ("KYC") Information

Household / Entity Name	Birch Hills County
Household Address	PO Box 157 Wanham, AB T0H 3P0
Client 1 Name	
Client 1 Birth Date (mm/dd/yyyy)	
Client 2 Name	
Client 2 Birth Date (mm/dd/yyyy)	
Dependent(s) Name(s)	

This IPS applies to the following account numbers. For accounts being opened, use "new".

Non-Registered (CAD)	
Non-Registered (USD)	
Registered (RRSP, RRIF, etc.)	
RESP	
TFSA	
Investment Corporation	
Other:	EM0-0508-A

ATB

Portfolio value (ATBIM)	1,138,000
Primary financial goal	Earn a competitive rate of return without putting the capital at undue risk
Primary investment objective	Primary objective is capital preservation.
Household risk capacity	■ Low ☐ Below Average ☐ Average ☐ Above Average ☐ High
Household risk comfort	■ Low ☐ Below Average ☐ Average ☐ Above Average ☐ High
Overall household risk tolerance	■ Low ☐ Below Average ☐ Average ☐ Above Average ☐ High
Time horizon	☐ Short (<2 years) ■ Medium ☐ Long (>10 years)
Tax considerations	None
Income and liquidity needs	Sufficient liquidity to meet all reasonably anticipated funding requirements.
Constraints and restrictions	Compliance with Birch Hills County's internal Investment Policy and Municipal Government Act (MGA) investment regulations

Summary of Relevant Details

Client Annual Income (all sources)	**Client** 1	2	**Client Investment Knowledge**	**Client** 1	2	**Client Experience with Security Types**	**Client** 1	2
$50,000 or less	☐	☐	Excellent	☐	☐	Money Market / GIC	■	☐
$50,001 - $100,000	☐	☐	Good	☐	☐	Bonds / Fixed Income	■	☐
$100,001 - $150,000	☐	☐	Fair	■	☐	Stocks / Equities	☐	☐
More than $150,000	☐	☐	Low	☐	☐	Derivatives	☐	☐

Net Worth Estimate – Household/Entity

Cash less credit drawn	$	
Real estate value less loan balances	+	
Investment securities	+	
Other assets (art, vehicles, etc.)	+	
Estimated Net Worth	=	

Agreement

The proposed strategic asset allocation and guidelines for the strategic range are acceptable parameters within which to invest my portfolio at ATB Investment Management Inc. I understand that there is no guarantee of investment returns and that returns will fluctuate over time.

I agree that this IPS accurately reflects my current investment objectives and risk tolerance. Should there be any material change in my circumstances affecting my portfolio or my information I will promptly advise my IC.

Our agreement is contained in several documents which include this IPS along with a Relationship Disclosure Document and a New Client Application Form. From time to time, other documents may be provided to me which will also form part of our agreement.

Birch Hills County - Harold Northcott

Birch Hills County - Shelley Braun

I hereby declare that I have collected and documented the information required to provide suitable investment counsel to my client(s) as their fiduciary in accordance with relevant securities laws and instruments applicable in Alberta as well as the CFA Institute's Standards of Professional Conduct.

Cory Boddy, CFA
Director and Investment Counselor

September 01, 2015
Date

PRIVATE
INVESTMENT
COUNSEL
ATB

Investment Policy Statement

Cash Management

for

Birch Hills County

September 11, 2018

Introduction

This investment policy statement (IPS) discusses the relationship between ATB Investment Management Inc. (ATBIM) and you as our client. We have gathered information relevant to investment decisions such as your financial circumstances, personal data, attitude toward risk, and your objectives in investing. We have also gathered information required to comply with laws pertaining to the investment industry.

This IPS addresses your risk tolerance, return expectations, and all investment constraints including investment time horizon, liquidity needs, tax concerns, legal and regulatory factors, and unique circumstances. We use this information to determine whether a particular investment or strategy is suitable for you. This IPS will describe the roles and responsibilities of you as our client, the investment process as well as time tables for IPS review and evaluation.

The agreement between you and ATBIM is contained in several documents which include this IPS along with a relationship disclosure document and a new client application form. From time to time, other documents may be provided to you which will also form part of our agreement.

Account Objectives

The primary objectives of a cash management account are capital preservation and the liquidity of funds. As such, the risk tolerance for this type of portfolio is considered to be low. Investments shall be selected so as to preserve capital while maintaining liquidity. They shall be invested prudently to earn the maximum return without creating meaningful risk to capital and the liquidity consideration. Returns on cash investments have historically been much smaller than fixed income or equities to preserve capital. The return is likely to be subject to income tax as interest income.

Trading Authorization

By signing, you appoint ATB Investment Management Inc. (ATBIM), through its duly authorized representatives, to be your agent (Agent) and to act on your behalf to do anything an agent can lawfully do in relation to your investment accounts held at your Custodian, which may be ATB Securities Inc. (ATBSI). A Custodian is a financial services provider that holds the assets of your investment account(s) and facilitates trading, settlement and other back office services. The authority granted to ATBIM to deal with your custodian on your behalf includes, but is not limited to:

- account transactions such as trading any securities in your account(s);
- giving instructions relating to making deposits to or withdrawals from your account(s);
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You acknowledge that no other person shall be authorized to provide your Custodian with instructions in respect of the account(s) and that no other person may be appointed as your agent, attorney or substitute on the account(s) without express written notice to your Custodian and ATBIM.

You agree that your Custodian may continue to deal with your Agent until you provide notice of revocation in writing to your Custodian. This authorization will end immediately upon legal determination of your mental incapacity or death.

Professional Fees

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0.15% per year on the first $2 million
0.10% per year on the next $3 million
0.05% per year on the remainder

There is a minimum $3,000 per year advisory fee. You authorize us to collect the fee and other fees outlined below by way of direct withdrawal from your account(s). Advisory fees are calculated no less frequently than monthly based on the market value of assets in your account(s) and charged quarterly. Fees are charged "in arrears" after the service has been provided.

Advisory fees do not include custodial fees or trade execution fees charged by non-related parties. Many clients do not pay custodial or trade execution fees by using ATBSI as their custodian.

A mutual fund or pooled fund held in your account(s) may incur expenses such as trade execution fees, legal, and accounting fees. These expenses are paid by the fund and may impact the fund's net asset value.

Duties and Responsibilities

Investment Counselor

Your investment counselor (IC) is responsible for guiding you through a disciplined and rigorous investment process:

1. Prepare an IPS and maintain its relevance through candid in-person dialogue and our policy to renew the IPS with your signature every three years.
2. Monitor the portfolio's asset allocation and apply full discretion to reposition and rebalance the portfolio in accordance with the targets and ranges in the IPS' strategic asset allocation.
3. Act as a fiduciary for you by ensuring that all decisions made on your behalf are in your best interests above all else.
4. Maintain proper registration with securities regulators in your jurisdiction while avoiding conflicts of interest and prohibited transactions and comply with applicable laws, rules and regulations including assessing the suitability of transactions prior to execution and on an on-going basis.

5. Provide you with detailed quarterly reporting on your portfolio and meet with you annually to review your IPS and discuss changes to personal information.
6. Work with other ATB Investment Management Inc. professionals to research and monitor third-party investment managers acting as sub-advisors for your portfolio.

Financial Advisor

In many circumstances, a financial advisor (FA) with ATBSI is a key contributor to the investment relationship. If an FA is involved, their primary responsibility is to coordinate your investment services to contribute to a high quality client experience with ATB.

In a discretionary investment counseling relationship you are providing your IC with trading authorization for day-to-day investment decision making. Your FA does not have the same registration with securities regulators and is not in a position to accept trade instructions, direct trading or provide specific investment advice.

Birch Hills County

The assets are to be managed on a discretionary basis and you will not be involved in day-to-day decision making. Nevertheless, your IC requires timely knowledge of important information to properly manage your portfolio.

1. Advise your IC of any significant change to your circumstances that may influence your investment objectives, risk sensitivity, time horizon, tax situation or investment constraints.
2. Engage in candid discussions with your IC about your current financial situation, including assets held at other financial institutions to ensure that investment professionals are not working towards goals that conflict.
3. Meet with an IC annually to review your IPS and discuss changes to your overall investment strategy.
4. Review all reports and documents provided by us. We encourage clients to ask tough questions and to feel comfortable requesting information about your portfolio, ATBIM and your IC.

Protecting Your Privacy

ATBIM collects personal information from you to establish and service your account(s) and financial information is generated and stored during the operation of your account(s). ATBIM is committed to protecting your privacy and the confidentiality of this information in accordance with the ATB Financial Privacy Policy and Alberta's *Personal Information Protection Act* (PIPA).

Prior to disclosing personal information to an entity other than ATBSI, a securities regulatory authority or as required by law to the Financial Transactions and Reports Analysis Centre of Canada (FINTRAC) or other law enforcement agency, ATBIM will provide you with details on the nature of the information, the intended use, as well as the name of the third party and the relationship to ATBIM.

Clients may receive periodic requests from ATBIM or its third party service providers to gather specific feedback on ATBIM and the service provided by your IC in order to maintain high standards and promote a positive client experience.

Clients may be introduced to ATBIM through an ATBSI FA. If applicable, the FA may continue to access your personal and account information in order to stay involved in the operation of your account(s). If you do not consent to continuing to share your information with the FA, he or she will no longer be involved in the service of your account(s). This consent can be revoked at any time by completing a new form.

ATBSI FA name (if applicable): _____

☒ I consent to share my personal and account information for the specific purposes described above.

☐ I do not consent to share my personal and account information for the specific purposes described above.

Electronic Communications

You provide consent to ATBIM to send your confidential investment and personal information by email, facsimile or another electronic method. This includes, but is not limited to, investment account balances and trading records for your account(s).

You understand and agree that there is a risk that a third party may gain access to your confidential information by intercepting or otherwise gaining access to these electronic communications. You hereby indemnify and hold harmless ATBIM for any loss or damages you may suffer as a result of these electronic communications being accessed by an unauthorized party.

Until further written notice, ATBIM may send electronic communications to me as follows:

Client Email 1: shelleyb@birchhillscounty.com Client Fax: _____

Client Email 2: marlenem@birchhillscounty.com

On occasion, ATBIM receives requests for information from a client's accountants and other professional advisors. To expedite service, you agree that ATBIM may send your personal and investment information to the following third parties should they request it:

Third Party #1 Name: _____

Third Party #1 Email/Fax: _____

Third Party #2 Name: _____

Third Party #2 Email/Fax: _____

From time to time, ATBIM sends event invitations, investment updates, ATB publications, and similar items that may be considered Commercial Electronic Messages (CEMs) via email, text message or social media. You may revoke your consent to receive CEMs at any time by completing a new form.

☒ I consent to receive CEMs ☐ I do not consent to receive CEMs

Relationship Disclosure Document

As part of the agreement, you will receive a relationship disclosure document that discusses risks you should be aware of, trade allocation policy, available complaint resolution and mediation services, personal trading policy, and other important topics. Please notify your IC of concerns or questions.

Amendment and Termination

This agreement may be amended by us with thirty (30) days prior written notice. This agreement may be terminated by either party with thirty (30) days written notice. Notice is deemed received when we have contacted you, by mail or otherwise, at the address provided by you.

Know Your Client (KYC) Information

Household / Entity Name	Birch Hills County
Household Address	PO Box 157 Wanham, AB T0H 3P0
Client 1 Name	
Client 1 Birth Date (mm/dd/yyyy)	
Client 2 Name	
Client 2 Birth Date (mm/dd/yyyy)	
Dependent(s) Name(s)	

This IPS applies to the following account numbers. For accounts being opened, use "new".

Non-Registered (CAD)	
Non-Registered (USD)	
Registered (RRSP, RRIF, etc.)	
RESP	
TFSA	
Investment Corporation	
Other:	EM0-0508-A

Portfolio value (ATBIM)	$5,285,700
Primary financial goal	Earn a competitive rate of return with out putting the capital at undue risk
Primary investment objective	Primary Objective is capital preservation
Household risk capacity	■ Low ☐ Below Average ☐ Average ☐ Above Average ☐ High
Household risk comfort	■ Low ☐ Below Average ☐ Average ☐ Above Average ☐ High
Overall household risk tolerance	■ Low ☐ Below Average ☐ Average ☐ Above Average ☐ High
Time horizon	☐ Short (<2 years) ■ Medium ☐ Long (>10 years)
Tax considerations	None
Income and liquidity needs	Sufficient liquidity to meet all reasonably anticipated funding requirements
Constraints and restrictions	Compliance with Birch Hills County's internal Investment Policy and Municipal Government (MGA) investment regulations

Summary of Relevant Details

Client Annual Income (all sources)	**Client** 1	2	**Client Investment Knowledge**	**Client** 1	2	**Client Experience with Security Types**	**Client** 1	2
$50,000 or less	☐	☐	Excellent	☐	☐	Money Market / GIC	✓	☐
$50,001 - $100,000	☐	☐	Good	☐	☐	Bonds / Fixed Income	✓	☐
$100,001 - $150,000	☐	☐	Fair	✓	☐	Stocks / Equities	☐	☐
More than $150,000	✓	☐	Low	☐	☐	Derivatives	☐	☐

Net Worth Estimate – Household/Entity

Cash less credit drawn	$	
Real estate value less loan balances	+	
Investment securities	+	
Other assets (art, vehicles, etc.)	+	
Estimated Net Worth	=	

Agreement

The proposed strategic asset allocation and guidelines for the strategic range are acceptable parameters within which to invest my portfolio at ATB Investment Management Inc. I understand that there is no guarantee of investment returns and that returns will fluctuate over time.

I agree that this IPS accurately reflects my current investment objectives and risk tolerance. Should there be any material change in my circumstances affecting my portfolio or my information I will promptly advise my IC.

Our agreement is contained in several documents which include this IPS along with a relationship disclosure document and a new client application form. From time to time, other documents may be provided to me which will also form part of our agreement.

Birch Hills County

Birch Hills County

I hereby declare that I have collected and documented the information required to provide suitable investment counsel to my client(s) as their fiduciary in accordance with relevant securities laws and instruments applicable in Alberta as well as the CFA Institute's Standards of Professional Conduct.

September 11, 2018

Date

Cory Boddy, CFA

Director and Investment Counselor

Security Number	Investment	Purchase Date	Maturity Date	Original Cost	Interest added to Princ	Adjusted Cost Base	Annual Interest Rate	Interest on Maturity C/Y acc'd interest A/R	Market Value Mkt Value	Years Invested
RBC Dominion										
GIC-5VDDZR2	Nat'l Bank of Canada	29-Nov-13	29-Nov-2018	1,162,231.00	145,104.54	1,307,335.54	2.60%			5
161129-BOC7C0	Natcon Trust Company	29-Nov-16	29-Nov-2018	411,123.00	9,463.23	420,586.23	1.45%			2
CPN-7001541	Prov of New Brunswick	29-Nov-11	3-Dec-2018	499,999.23	96,323.29	596,322.52	2.65%			7
GIC-5A04843	Bank of Nova Scotia	27-Jun-14	27-Jun-2019	1,146,022.00	119,228.69	1,265,250.69	2.50%			5
GIC-5VFFCD5	Bank of Nova Scotia	17-Nov-14	17-Nov-2019	628,340.00	59,177.06	687,517.06	2.52%			5
161129-B0C86E	Nat'l Bank of Canada	29-Nov-16	29-Nov-2019	411,123.00	10,118.97	421,241.97	1.55%			3
GIC 5VFQYY7	Nat'l Bank of Canada	24-Jun-15	24-Jun-2020	1,198,324.00	85,458.48	1,283,782.48	2.31%			5
GIC-5VGDJG9	Nat'l Bank of Canada	16-Nov-2015	16-Nov-2020	654,465.00	39,452.46	693,917.46	2.26%			5
161129-BO0C95[	Natcan Trust Company	29-Nov-2016	30-Nov-2020	411,123.00	11,431.28	422,554.28	1.75%			4
GIC-5VGGVW1	Montreal Trust CDN	13-Jan-2016	13-Jan-2021	703,944.00	39,610.22	743,554.22	2.25%			5
CPN-7147142	Prov of British Columbia	21-Nov-12	18-Jun-2021	591,132.75	88,873.75	680,006.50	2.46%			9.6
CPN-7148348	Province of Quebec	11-Jul-11	1-Dec-2021	604,817.51	229,079.40	833,896.91	3.98%			10
GIC-5VJSJZ8	Equiitable Bank	30-Nov-17	30-Nov-2022	87,000.00	1,388.09	88,388.09	2.76%			5
GIC-5VJSKD1	ICICI BANK CANADA	30-Nov-17	30-Nov-2022	87,000.00	1,383.04	88,383.04	2.75%			5
GIC-5VJSKH7	LBC TRUST	30-Nov-17	30-Nov-2022	87,000.00	1,367.99	88,367.99	2.72%			5
GIC-5VJSKK2	Nat'l Bank of Canada	30-Nov-17	30-Nov-2022	1,000,000.00	13,585.00	1,013,585.00	2.35%			5
GIC-5VJSKR9	B2B Bank	1-Dec-17	1-Dec-2022	87,000.00	1,361.46	88,361.46	2.72%			5
GIC-5VJSKS6	Canadian Tire Bank	1-Dec-17	1-Dec-2022	87,000.00	1,276.38	88,276.38	2.55%			5
GIC-5VJSKV1	CDN Western Bank	1-Dec-17	1-Dec-2022	87,000.00	1,361.46	88,361.46	2.72%			5
GIC-5VJSKW2	CND Western Trust	1-Dec-17	1-Dec-2022	87,000.00	1,361.46	88,361.46	2.72%			5
GIC-5VJSKY8	General Bank of Canada	1-Dec-17	1-Dec-2022	87,000.00	1,306.39	88,306.39	2.61%			5
GIC-5VJSLD7	Laurentian Bank	1-Dec-17	1-Dec-2022	87,000.00	1,361.46	88,361.46	2.72%			5
GIC-5VJSLH4	Manulife Trust Co.	1-Dec-17	1-Dec-2022	62,935.00	905.26	63,840.26	2.50%			5
GIC-5VJSLJ8	Versabank	1-Dec-17	1-Dec-2022	87,000.00	1,256.37	88,256.37	2.51%			5
	Updated July 16, 2018	**29-Jun-18**	**G/L 5-00-330**	**10,355,579.49**	**961,235.73**	**11,316,815.22**		-	-	
ATB Fixed Income Account									**5-351**	
1 Yr GIC	CSGIC		11-Jan-2019			916,332.09	1.97%	**January**	**3,514,311.76**	3391.06
2Yr GIC	CPD		21-Sep-2019			408,029.81	2.13%	**February**	**3,512,969.87**	
	CIBC Reg Dep		14-Jul-2020			168,080.00	1.85%	**March**	**3,524,318.10**	
Bonds	Ont Prov		2-Jun-2021			257,992.85	4.00%	**April**	**3,506,780.22**	3304.43
Bonds	BNS		4-Jun-2021			242,288.08	2.873%	**May**	**3,503,787.65**	
Bonds	NTL BK CDA		18-Mar-2022			241,144.05	2.105%	**June**	**3,526,305.96**	
	QUE Prov MTN		1-Sep-2023			248,182.51	3.000%	**July**	**3,518,654.14**	3344.97
	RBC SNR DEP		5-Dec-2023			243,250.71	2.333%	**August**	**3,526,285.06**	
	TD BK DEP NT		24-Jul-2024			239,443.84	3.226%			
	BMO		9-Dec-2026			244,107.43	2.700%			
	Alta Prov		1-Jun-2027			235,944.13	2.550%			
Term Deposit Account		**31-Aug-18**	**G/L 5-00-351**			**3,444,795.50**		Institute	% of Portfolio	
								RBC	46.7%	
ATB Cash Management Account								ATB	53.3%	
Cash Management Account		**31-Aug-18**	**G/L 5-00-352**			**5,285,682.03**	1.00%			
7th every month - top up main		-								
ATB Cash Management Account			**5-00-353**		**31-Aug-18**	116,513.22				
ATB Notice Demand Account			**5-00-355**		**31-Aug-18**	4,090,784.26				
			2018 Total			**24,254,590.34**				

Request for Decision (RFD)

Meeting:	Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	October 11, 2018	**CAO:**	
Originated By:	Shawna Schwerdt L.O./E.A.	**Manager:**	
Item Title:	Request for Motion for Support Saddle Hills County	**Presenter:**	CAO Minderlein

DESCRIPTION:

Council is being provided with a request received from Saddle Hills County for support for their application for grant funding through the Intermunicipal Collaboration (IC) Component of the Alberta Community Partnership Grant program. If successful, they intend to use the grant funding to assist them in coordinating / facilitating the various meetings they will need to participate in with neighboring communities, including Birch Hills County, to ensure the timelines established by the Province for passing an Intermunicipal Collaboration Frameworks (ICF) Bylaw by the respective communities is met.

BACKGROUND:

ICF's are a requirement of the changes enacted to the Municipal Government Act.

COST / SOURCE OF FUNDING:

No funding requested.

RELEVANT LEGISLATION (Cite):

MGA 631 Intermunicipal Development Plans.

ATTACHMENT(s):

Email from Joulia Whittleton CAO, Saddle Hills County dated September 19, 2018 requesting support.

OPTIONS:

Council may choose to:

1. Pass a resolution confirming support of the Saddle Hills County's application to the Alberta Community Partnership Grant Program Intermunicipal Collaboration Component for assistance in developing an Intermunicipal Collaboration Framework and Intermunicipal Collaboration Bylaw as required by the Province of Alberta within the modernized Municipal Government Act;

2. Decline to pass a resolution confirming support of the Saddle Hills County's application to the Alberta Community Partnership Grant Program Intermunicipal Collaboration Component for assistance in developing an Intermunicipal Collaboration Framework and Intermunicipal Collaboration Bylaw as required by the Province of Alberta within the modernized Municipal Government Act; or

3. Provide Administration with alternate direction regarding this matter.

RECOMMENDED ACTION

It is recommended that Council for Birch Hills support the Saddle Hills County's application to the Alberta Community Partnership Grant Program Intermunicipal Collaboration Component for assistance in developing an Intermunicipal Collaboration Framework and Intermunicipal Collaboration Bylaw as required by the Province of Alberta within the modernized Municipal Government Act.

Shawna Schwerdt

From: Hermann Minderlein
Sent: Wednesday, September 19, 2018 4:11 PM
To: Joulia Whittleton
Cc: Laurie Jackson; Shawna Schwerdt
Subject: RE: ICF and IDP
Attachments: RC18-283 - 2018 08 15 - Request to Municipal Affairs for extension for ICF IDP Hermann signed.pdf; RC18-283 Saddle Hills County Signed.PDF

Good Afternoon Joulia

Here are the 2 letters sent out. I will add your request regarding an ACP Grant for this to the October 11 Agenda.

Hermann

Hermann Minderlein
Chief Administrative Officer
Birch Hills County
4601 – 50th Street (Box 157)
Wanham, Alberta
T0H 3P0
Ph: 780.694.3793
Fax: 780.694.3788
www.birchhillscounty.com

From: Joulia Whittleton <JWhittleton@saddlehills.ab.ca>
Sent: Wednesday, September 19, 2018 1:45 PM
To: Hermann Minderlein <cao@birchhillscounty.com>
Cc: Laurie Jackson <ljackson@saddlehills.ab.ca>
Subject: ICF and IDP
Importance: High

Good afternoon Herman,

Saddle Hills County Council made the following motions at their last meeting and we are looking for your Council's support in these:

1. *"That Saddle Hills County supports the application for a Ministerial extension under Ministerial Order No. MSL:047/18 for a deadline of April 1, 2021 to create an Intermunicipal Collaboration Framework and Intermunicipal Development Plan with Birch Hills County." ;*
   and,

2. *"That Saddle Hills County supports a regional grant application with Birch Hills County under the Alberta Community Partnership – Intermunicipal Collaboration component for the creation of an Intermunicipal Development Plan; with Saddle Hills County being the managing partner."*

Will you please ask your Council to support these and advise as appropriate?

Thanks

Joulia Whittleton, CLGM
Chief Administrative Officer

Saddle Hills County
RR1, Spirit River, AB, T0H3G0
Cell: 780.864.0784
Office: 780.864.3760

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	October 11, 2018	**CAO:**	
Originated By:	Kathrin Langlois Asst. Ag. Fieldman	**Manager:**	
Item Title:	2018 Peace Region ASB Conf.	**Presenter:**	Hermann Minderlein

DESCRIPTION:

Administration is providing Council with information regarding the 2018 Peace Region Agriculture Service Board Conference and requesting confirmation on attendance and travel arrangements.

BACKGROUND:

This year the Peace Region ASB Conference will be held on October 30, 2018 at the David Thompson Hall 20 km north of Fairview and will be hosted by Clear Hills County. This is a one day conference beginning at 9:00 a.m. and ending by 4:30 p.m.

DISCUSSION / BENEFITS / DISDVANTAGES:

Deadline for registration forms is October 16, 2018. It is recommended that as many as possible ASB members attend. The ASB member's input is required for voting on resolutions as board members are allowed to vote on the resolutions however, the Ag. Fieldman/Asst. Ag. Fieldman are not allowed to vote. There is also valuable information presented by the speakers which is relevant to issues that are affecting our Birch Hills County and the Peace Region.

Last year Reeve Gerald Manzulenko and acting Ag. Fieldman Amelia Gies attended the 2017 Peace Region Agriculture Service Board Conference in Fairview hosted by M.D. of Fairview.

COST / SOURCE OF FUNDING:

The cost of registration per applicant is $50 + GST to be disbursed from account number (2-63-10-01-214).

Additionally, any members attending the conference will be paid 1 day of honorarium to be dispersed from account (2-63-10-01-151) and mileage to be dispersed from account (2-63-10-01-212).

RELEVANT LEGISLATION (Cite):

Travel Expense Remuneration Policy
Attendance at Conferences Policy
Governance & Operational Policies
Weed and Pest Act

ATTACHMENT(S):

2018 Peace Region ASB Conference Registration;
2018 Peace Region ASB Conference Draft Agenda;
2018 Peace Region ASB Conference Rules of Procedure; and
2017 Peace Region ASB Conference Minutes.

OPTIONS:

Council may choose to:

1. Authorize (list names of ASB members) to attend the one-day Peace Region ASB Conference on October 30, 2018 in Clear Hills County with 1-day honorarium payable to each member attending and travel arrangements to be in a Birch Hills County vehicle(s) (option to ride with Ag. Fieldman and Assistant Ag. Fieldman and/or in a separate County vehicle);

2. Authorize (list names of ASB members) to attend the one-day Peace Region ASB Conference on October 30, 2018 in Clear Hills County with 1-day honorarium payable to each member attending and authorize (list names of ASB members) to receive reimbursement for mileage;

3. authorize a combination of options 1 and 2.

RECOMMENDED ACTION:

It is Administration's recommendation that Council authorize (list names of ASB members) to attend the one-day Peace Region ASB Conference on October 30, 2018 in Clear Hills County with 1-day honorarium payable to each member attending and travel arrangements to be in a Birch Hills County vehicle(s) (option to ride with Ag. Fieldman and Assistant Ag. Fieldman and/or in a separate County vehicle).

2018 REGIONAL AGRICULTURAL SERVICE BOARD CONFERENCE

Hosted by Clear Hills County

David Thompson Hall (From Fairview, North 20 km on Highway 732 and right onto Range Road 33 and right into Hall)

October 30, 2018

Deadline for Registration is **October 16, 2018**

Please note, only 2 appointed A.S.B. or A.S.B. Committee members can vote on resolutions at the Regional A.S.B. Conference.

Attending Municipality:_____

Surname	*Given*	*Position*	*Voting Member Yes/No*	*Conference Registration Fee $50.00 + GST*
			GRAND TOTAL:	

Please Make Cheques Payable To: Clear Hills County

All payments must be received by the registration deadline of October 16, 2018

Please mail/fax or email your registration form to:

Clear Hills County

Box 240, Worsley Alberta, T0H 3W0

Office-780-685-3925 Fax-780-685-3960

Attention: Sarah Hayward Sarah@clearhillscounty.ab.ca

2018 Peace Region Agricultural Service Board Regional Conference
October 30, 2018
David Thompson Hall, AB

Proposed Time	Event	Potential Speakers
9:15 - 10:00am	Registration	
10:00 - 10:05am	Opening remarks	Clear Hills County, A.S.B. Rep.
10:05 - 10:35am	A.S.B. Program and Acts update	Doug Macaulay
10:35 - 11:00am	Coffee Break	Compliments of our sponsors
11:00 - 12:00am	Farm Energy and On Farm Solar Programs Update	Amber Kenyon
12:00 - 1:00pm	Lunch	Compliments of our sponsors
1:00 - 2:00pm	CAP Update	Mike Hittinger
2:00 - 2:45pm	Peace Country Beef and Forage Updates	Liisa Vihvelin
2:45 - 3:00pm	Coffee Break	Compliments of our sponsors
3:00 - 4:30pm	Resolution session 1. Election of ASB Regional Rep 2. Updates from ASB Provincial Committee 3. Review Rules of Procedure 4. Call for amendments to Rules 5. Motion to accept Emergent resolutions (if any) 6. Motion to accept order of resolutions Resolutions session	Doug Macaulay, AF Corey Beck, 2018 Regional ASB Representative
4:30 pm	Invitation to 2019 Regional ASB Conference	A.S.B. Chairman, Northern Sunrise County
4:35 pm	Adjournment	Clear Hills County A.S.B. Chairman
	7.	

Regional Agricultural Service Board Conference Resolutions Rules of Procedure

1. Regional Resolution Committee

a. Shall consist of:
    i. A representative or alternate elected at the Regional Conference to sit on the Provincial ASB Committee and to act as the Chairman of the Regional Resolutions Committee.
    ii. The Agricultural Fieldman or their designate who must be an Association of Alberta Agricultural Fieldmen (AAAF) member from the hosting Agricultural Service Board as Secretary.
    iii. The Regional Director of AAAF.
    iv. An Agricultural Service Board member from the hosting Board selected by that Board.
    v. The ASB Grant Program Manager representing Agriculture and Forestry (AF) or their designate.

b. The representative and alternate elected at the Regional Conference to sit on the Provincial ASB Committee shall be an elected or appointed member of an ASB in that region.

c. Election of the representative and alternate shall take place at the beginning of the Resolution session in alternate years at each ASB Regional Conference, term of office to be two years. The representative (or alternate) shall assume the chair immediately following the conclusion of the resolutions session.

2. Responsibilities of Regional Resolution Committee Members

a. The Chairman shall:
    i. Chair Regional Resolutions Committee meetings
    ii. Chair the presentation of Resolutions at the Regional Conference
    iii. Attend all Provincial ASB Committee meetings
    iv. Assist in presenting Resolutions at the Provincial Conference

b. The Secretary shall:
    i. Advise Agricultural Service Boards that Resolutions must be forwarded four weeks prior to the Regional Conference
    ii. In conjunction with the Regional Resolutions Committee, review, seek clarification if necessary, compile, and distribute resolutions to Agricultural Service Boards in the Region, at least one week prior to the Regional Conference
    iii. Record proceedings of Regional Resolutions Committee meetings, and the presentation and voting on resolutions at the Regional Conference
    iv. Forward all approved resolutions to the Provincial ASB Committee Secretary.

c. All other members shall:
    i. Assist with presentation of resolutions at the Regional Conference

d. All costs incurred by the members of the committee for attending meetings will be reimbursed by each individual member's employer.

3. Resolutions

a. Resolutions shall be submitted in an approved format and shall follow the procedures for selecting, preparing and drafting resolutions as set out in Appendix "A" attached to this document.
b. Resolutions, regional or provincial in scope, and having been passed by a majority at a local Agricultural Service Board meeting shall be forwarded to the Secretary of the Regional Resolutions Committee four weeks prior to the Regional Conference.
c. Late resolutions must be either:
    i. Submitted to the Regional Conference with sufficient copies for all voting delegates and attendants (approximately 125); or
    ii. Be displayed in a manner that all persons are able to review the resolutions, for example, projected on a screen for all to read.
d. Late resolutions must be accepted by a simple majority of the assembly.

4. Procedures

a. Resolutions submitted to the Regional Conference shall be handled in the numerical order assigned by the Chairman unless 3/5 of the voting delegates on the floor agree to accept a resolution out of numerical order.
b. Each resolution must have a Mover and a Seconder.
c. Only the "Therefore Be It Resolved" section will be read.
d. The Chairman shall call on the Mover and Seconder to speak to the resolution and then immediately call for anyone wishing to speak in opposition.
    i. If there is no one to speak in opposition, the question shall be called
    ii. If there are speakers in opposition, the Chairman shall at his discretion call for anyone other than the Mover or Seconder to speak to the resolution before the debate is closed
e. Anyone wishing to amend a resolution must then speak to the resolutions as written, or anyone wishing clarification must speak up. All amendments must have a Mover and Seconder.
f. Only one amendment will be accepted at a time and only one amendment to the amendment will be accepted on any resolution.
g. The Chairman has the discretion to request a written amendment.
h. The Mover and Seconder are allowed five minutes in total to speak to the resolution or amendment. The Seconder may waive his right to speak and the Mover would be allowed the full five minutes.
i. The Mover and Seconder have the right to close the debate and a maximum of two minutes each will be allowed for this.
j. All other speakers, for or against the resolution, are allowed a maximum of two minutes.

5. Voting and Speaking

a. Voting members of Agricultural Service Boards/Agricultural Committees shall be recognized voters on any resolution.
    i. In the South Region, each ASB shall select two voting delegates to the Regional Conference who shall display the voting credentials and be recognized voters on any resolution (October 1997).
    ii. In the Peace Region, each ASB shall select two voting delegates to the Regional Conference who shall display voting credentials and be recognized

voters on any resolution (ratified by ASB Provincial Committee November 2016).

b. An Agricultural Service Board member may have any person speak to a resolution by their request.
c. All resolutions are passed or defeated by simple majority.

6. Procedures for Approved Resolutions

a. Secretaries of the Regional Resolutions Committee shall:
    i. Submit Regional Resolutions to the appropriate agencies as soon as possible following the Regional Conference.
    ii. Regional Resolutions shall also be submitted to the Provincial ASB Committee for information.
b. Submit Provincial Resolutions to the Provincial ASB Committee Secretary within five working days of the Regional Conference.

7. Amendments to the Regional Rules of Procedure

a. An amendment to Regional Rules of Procedure may be initiated by simple motion from:
    i. The Provincial ASB Committee
    ii. Any Voting Delegate at the Provincial ASB Conference
    iii. The Regional Resolutions Committee if the proposed amendment were to affect only that Regional, subject to ratification by the Provincial ASB Committee
    iv. Any Voting Delegate at a Regional Conference if the proposed amendment were to affect only that region, subject to ratification by the Provincial ASB Committee.
b. Amendments must be accepted by a simple majority of all voting delegates at the Provincial ASB Conference.
c. Amendments that are carried will take effect at the next Regional Conference.

REGIONAL PROCEDURES FOR SELECTING, PREPARING AND WRITING RESOLUTIONS

1. Well in advance of the regional conference, discuss as a board the concerns of your farmers. Determine the factors affecting their economic well-being as well as those limiting their capability to maintain or improve agricultural production.
2. Make a list of concerns and rate each as to its level of importance.
3. Divide your concerns into the following categories:
    a. Local Concerns
        i. Concerns that are local in nature.
        ii. Your board has the authority and capability to deal with these concerns. If local or provincial finances are available you may wish to initiate programs or projects or policy to satisfy these concerns.
    b. Regional Concerns
        i. Concerns that are regional in nature.
        ii. You have the authority and capability to deal with these concerns but wish to request the support (cooperative action) of bordering Agricultural Service Boards, government departments or other agencies. Note: These concerns may be taken to the regional conference with a request for action at the regional level. e.g. You may be concerned about scentless chamomile, its movement and spread in hay, crop seed in the region, etc. You would like the support of all boards in the region as well as government agencies in slowing down spread and in working towards common objectives. If such a resolution was passed at the regional conference, your regional resolutions would forward the request for support to all boards in the region plus the appropriate government agency.
    c. Provincial Concerns
        i. Concerns that are provincial in nature.
        ii. In order to deal with these concerns at the local level, you require a change in provincial policy. Note: When writing your resolutions make certain you do not ask the province to do something that you already have authority at the local level to do. Because most concerns will ultimately need to be dealt with locally, ask for a change in provincial policy that would enable you as a board to take the necessary action. Resolutions that are provincial in scope, if passed by the regional conference, could be forwarded to the provincial conference for action.
4. Conduct some research on your regional and provincial concerns to:
    a. Ensure that these concerns were not submitted as resolutions previously and that action has already been taken regionally or provincially.
    b. Check with those agencies that you expect to respond to your concern (resolution). Determine if they are aware of the need and whether any action is being considered.
    c. Obtain sufficient background information to be able to write and defend your resolution.
5. Write your resolutions with sufficient "whereas" statements to ensure that those reading the resolution will be able to understand your request.
    a. All "whereas" statements should relate specifically to your request.

   b. Resolutions need to be presented with only one "Therefore Be It Resolved" statement.
      i. If other closely related requests are required in the resolution, it may be appropriate to add no more than two ‘Further Therefore Be It Resolved’ statements.
      ii. If you wish to make additional requests for action, it is appropriate to write another resolution.
6. Each resolution submitted for consideration must be accompanied by background information consisting of the history of the issue and potential impacts for the sponsoring municipality and the province-wide impacts for municipalities.
7. The resolution shall be presented in the approved format as indicated on the following page.

Regional Resolutions Format

TITLE

WHEREAS

WHEREAS

WHEREAS

THEREFORE BE IT RESOLVED
THAT ALBERTA'S AGRICULTURAL SERVICE BOARDS REQUEST

SPONSORED BY:

MOVED BY:

SECONDED BY:

CARRIED

DEFEATED

STATUS

DEPARTMENT

BACKGROUND INFORMATION
Background information should include the history of the issue, potential impacts for the sponsoring municipality and the province-wide impacts for municipalities.

Minutes of the Peace Region A.S.B. Conference
Resolutions Session
held at the
Dunvegan Motor Inn, Fairview, AB
October 25th, 2017

Present:

ALBERTA AGRICULTURE & FORESTRY	MACAULAY, Doug	ASB Program Manager
	RETZLOFF, Pam	ASB Program Coordinator
	BRENNAN, David	Pest Surveillance
	BOZIC, Toso	Woodlot Extension Specialist
	HITTINGER, Mike	Growing Forward Extension Specialist
	NORRIS, Adam	Watershed Alliance Coordinator
PEACE COUNTRY BEEF AND FORAGE ASSOCIATION	OMAKANYE. Akim	Research Coordinator
	SREEKUMAR, Lekshmi	Research Technician
	JAMBROSIC, Evelyna	EDO
	SHAW, Carly	Speaker
BIRCH HILLS COUNTY	MANZULENKO, Gerald	Deputy Reeve
	GIES, Amelia	Acting Ag Fieldman
CLEAR HILLS COUNTY	HARCOURT, Brian	
	ROSS, MacKay	
	CANDY, Garry	
	RUECKER, Baldur	
	WATCHORN, Julie	
	COON, Greg	Ag Fieldman
	JANZEN, David	
COUNTY OF GRANDE PRAIRIE	BECK, Corey	Councillor
	SUTHERLAND, Ross	Deputy Reeve
	BEAUPRE, Leanne	Reeve
	BULFORD, Harold	Councillor
	MARSHALL, Bob	Councillor
	HARRIS, Peter	Councillor
	ROSVOLD, Karen	Councillor
	WADDY, Linda	Councillor

	RAVEN, Sonja	Ag Fieldman
	KENNY, Marney	Assistant Ag Fieldman
COUNTY OF NORTHERN LIGHTS	GAUGLER, Blake	Ag Fieldman
	HALABISKY, Linda	Councillor
MACKENZIE COUNTY	KNELSEN, Josh	ASB Chair
	DREIGER, Dicky	Council Rep
	BATT, Terry	Member
	SMITH, Grant	Ag Fieldman
MD OF BIG LAKES	MENEICE,Doug	ASB Chair
	KAUS, Sheila	Ag Fieldman
	MATULA, Ron	
	NICHOLS, Duane	
MD OF FAIRVIEW #136	MCLACHLAN, Allan	Member
	MOSKALYK, Kent	Member
	SAWCHUK, Fred	Ag Fieldman
	KRAMER, Kelsie	Member
	WIEBEN, Bev	Member
MD OF GREENVIEW	SMITH, Dale	Councillor
	BERRY, Dave	Assistant Ag Fieldman
	BROCHU, Richard	Member
	PERKINS, Allan	ASB Chairman
	KING, Kristen	Supervisor Trainee
MD OF PEACE #135	REYDA, Janice	Member
	KEILLOR, Rick	Member
	IQBAL, Nasar	Manager of Ag Services
	EASTMAN, Sandra	Member
MD OF SMOKY RIVER #130	JOHNSON, Raoul	Member
	DUMONT, Donald	V. Chairman
	TRUDEAU, Andre	Member
	BOULET, Normand	Ag Fieldman
	GOSSELIN, Donald	Member
MD OF SPIRIT RIVER #133	NOOY, Riley	Ag Fieldman
	GARROW, Elaine	Member

NORTHERN SUNRISE COUNTY	WILLIAMS, Corinna	Councillor
	SOUCY, Stephanie	Assistant Ag Fieldman
	DUTRISAC, Sebastien	Ag Fieldman
	KRAWCHUK, Harry	Member
	BOISVERT, Dan	Councillor/Board Member
	GALL, Audrey	Councillor
	KOLEBABA, Carolyn	Councillor/Board Member
	LAVOIE, Simon	Member
SADDLE HILLS COUNTY	ARMAGOST, Elaine	Manager of Rural Development
	NICHOLSON, Dessa	Ag Fieldman

Corey Beck, the Chairman of the Regional Resolutions Committee and the Peace Region A.S.B Committee Representative from County of Grande Prairie opened the session at 2:56 pm.

The delegates were informed that Pam Retzloff, (Alberta Ag and Forestry), and Randi Kuriga, (M.D. of Fairview Weed Technician), would act as secretaries for the resolution committee.

Corey updated the delegates on the past year's activities of the Provincial A.S.B. Committee, highlights were:

- Implications of new Federal tax process
- Maureen Vadnais position with the Provincial Committee – great resource on advocating for ASB's.
- Update on meeting with the Ag Minister
- Update on trying to get meetings with other Provincial Ministers
- Update of Wild Boar Eradication Program
- Update on Zebra Mussel inspections noting that inspections are taking place.
- Updates on Bill 6
- Discussed Report Card and grading of responses to resolutions
- Spoke on Clubroot in the Peace Region and steps to take

3:10 pm – Election of an ASB Provincial Committee Member

- Toso Bozic, (AAF representative), called for nominations for the ASB Provincial Committee representative. Karen Rosvold from Grande Prairie nominated Corey Beck. Linda Halabisky moved nominations cease. Corey Beck was elected by acclamation.
- Toso called for nominations for an alternate on the Provincial Committee. Linda Halabisky nominated Gerald Manzulenko and he declined. Brian Harcourt nominated Mackay Ross and

Karen Rosvold nominated Dale Smith. Bob Marshall moved to cease nominations. After the vote, Dale Smith was voted the Provincial Committee alternate.

The minutes of the November 9th Peace Region A.S.B. Conference and Resolutions session were reviewed.

Corey Beck reviewed the Regional A.S.B. Rules of Procedure and asked if there were any amendments to the Rules. There were no changes made.

A motion was made to accept a late resolution by Dale Smith and seconded by Doug Meneice. Dale spoke to the reason this was a late resolution and the attendees voted to accept the late resolution.

Bob Marshall moved to accept the order of Resolutions and Peter Harris seconded the motion.

CARRIED

Resolution No. 1 – REQUIREMENT TO REPORT CERTAIN PESTS TO THE LOCAL AUTHORITY

THEREFORE BE IT RESOLVED THAT:

Alberta Agricultural Service Boards request Alberta Agriculture and Forestry amend the *Agricultural Pest Act* and applicable Regulations to require all persons to report any instances of Norway rat, Wild Boar when at large as well as Clubroot to the local authority.

FURTHER THEREFORE BE IT RESOLVED THAT:

Alberta's Agricultural Service Boards request Alberta Agriculture and Forestry amend the *Agricultural Pests Act* and applicable Regulations making it an offence to not report the aforementioned specific pests to the local authority.

Don Dumont had asked to remove the words "and other regulated pests" in one of the "whereas" areas so it didn't affect the intent of the resolution and that was accepted.

Moved by Donald Dumont from M.D. of Smoky River, seconded by Andre Trudeau from M.D. of Smoky River.

CARRIED

Resolution No. 2 – APPEALS TO THE MINISTER UNDER THE WEED CONTROL ACT AND AGRICULTURAL PEST ACT

THEREFORE BE IT RESOLVED THAT:

Alberta's Agricultural Service Boards request Alberta Agriculture and Forestry amend the *Weed Control Act* and the *Agricultural Pests Act* and applicable Regulations to give the Minister of Agriculture and Forestry 30 days to hear and determine appeals.

Sebastian Dutrisac, Agricultural Fieldman with Northern Sunrise County was allowed to speak about the request due to his experiences dealing with Ministerial appeals.

Moved by Simon Levoie and seconded by Donald Dumont.

CARRIED

Resolution No. 3 – Emergent Resolution – WILDLIFE PREDATOR COMPENSATION PROGRAM ENHANCEMENT

THEREFORE BE IT RESOLVED:

That Alberta's Agricultural Service Boards request that the Minister of Environment and Park's, Justice and Solicitor General, and all other relevant government ministries implement an enhanced Predator Compensation Program that will utilize Municipal Problem Wildlife staff to assist in the confirmation of livestock loss, both livestock death and livestock injury in a timely manner.

A friendly amendment was made by taking out the word "will" and replacing it with "that could be utilized" by Municipal……

Simon Levoie moved to accept the amendment and Doug Meneice seconded the motion.

CARRIED

The resolution was then accepted and moved by Dale Smith and seconded by Alan Perkins.

CARRIED

3:50 PM – Brian Harcourt, ASB Chairman with Clear Hills County had given an invitation to the 2018 Regional ASB Conference they are hosting. Date and place was yet to be determined.

3:52 pm – Bev Wieben, ASB Chairman for the M.D. of Fairview adjourned the meeting.

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	October 11, 2018	**CAO:**	
Originated By:	Shawna Schwerdt L.O./E.A.	**Manager:**	
Item Title:	Municipal Library Board Resignation	**Presenter:** CAO Minderlein	

DESCRIPTION:

Administration is seeking direction from Council regarding a resignation received from a member at large appointed to the Birch Hills County Municipal Library Board.

BACKGROUND:

We received an email on October 2, 2018 from Kathrin Langlois advising that she was resigning from her position on the Birch Hills County Municipal Library Board.

An email was sent to the remaining board members on October 2, to thank them for sitting on the board, to advise them of the resignation received, and to check with the remaining members if they would be staying on with the board for term to expire 2020, and with Lynn Laurin to determine if she would accept to be appointed for an additional term of 3 years as her term will be expiring.

As of the preparation of the request, we have received one response, that from Deb Jacobs, advising that she would also be stepping down from the Board.

As Council's requirement to hold its organizational meeting is later in October, Administration is also contacting other members at large appointed to Boards and Committees to confirm their willingness to be reappointed.

COST / SOURCE OF FUNDING:

All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015. Each of the associated meetings qualifies for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted January 12, 2011.

RELEVANT LEGISLATION (Cite):

- Birch Hills County Bylaw 2016-10, the "Recreation Board Bylaw"
- Birch Hills County Procedural Bylaw #2014-06, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015
- Birch Hills County "*Travel Expense remuneration*" Policy adopted January 12, 2011
- Birch Hills County "*Appointment of the Public to Council Committees and Boards*" Policy adopted April 27, 1995

ATTACHMENT(S):

Letter of Resignation dated October 2, 2018 from Kathrin Langlois received by email
Letter of Resignation dated October 3, 2018 from Deb Jacobs received by email

OPTIONS:

Council may choose to:

1. direct Administration to advertise for replacements that may be required for members at large to Birch Hills County Boards and Committees, including two (2) representatives to sit on the Birch Hills County Municipal Library Board for a three (3) year term and to bring the results back to the October 2018 Organizational Meeting; or

2. direct Administration to advertise for two (2) representatives to sit on the Birch Hills County Municipal Library Board for a three (3) year term and to bring the results back to the October 2018 Organizational Meeting; or

3. provide Administration with other direction regarding the vacancy(s) on the Birch Hills County Municipal Library Board.

RECOMMENDED ACTION:

It is recommended that Council direct Administration to advertise for replacements that may be required for members at large to Birch Hills County Boards and Committees, including two (2) representatives to sit on the Birch Hills County Municipal Library Board for a three (3) year term and to bring the results back to the October 2018 Organizational Meeting.

Shawna Schwerdt

From: Kathrin Langlois
Sent: Tuesday, October 2, 2018 11:36 AM
To: Hermann Minderlein
Cc: Shawna Schwerdt
Subject: Library Board Resignation - Kathrin Langlois

Dear Mr. Minderlein,

Please accept this as my letter of resignation from the Birch Hills County Library Board. As I am relocating outside of Birch Hills County I will no longer be eligible to serve on the board.

Thank you,

Kathrin Langlois
Assistant Agricultural Fieldman

Birch Hills County

4601, 50th Street, Wanham, Alberta T0H 3P0
T. 780-694-3793 | F. 780-694-3768
C. 780-864-5926

October 03, 2018

Birch Hills County
Executive Assistant/Legislative Officer
Shawna Schwerdt

I am sending you this letter to inform you that I, Deb Jacob will be resigning from the Birch Hills County Library Board. I understand that this is a bad time to resign but I, after a lot of thought and talking with my family I feel that this is best for me. Being a part of this Board has been very rewarding to me – I have acquired so much knowledge being the secretary – knowledge that can be put to good use on the other Boards that I am on.
I feel that new members will be found – new members bring with them new ideas.

Yours truly,
Deb Jacob

Request for Decision (RFD)

Meeting:	**Council Meeting**	**Reviewed/ Approved For Submission**	
Meeting Date:	October 11, 2018	**CAO:**	
Originated By:	Shelley Braun, DCS	**Director:**	**SDB**
Item Title:	Bank Reconciliation, Cheque Register	**Presenter:**	

BACKGROUND / PROPOSAL:

Council is being provided with the September 30, 2018 Bank Reconciliation and September 30, 2018 Register Report for cheques issued.

DISCUSSION / BENEFITS / DISADVANTAGES:

September 30, 2018 Bank Reconciliation adjustment details are as follows:

30-Sept-18	Interest	$1872.04
01-Sept-18	GST	$(1.75)
01-Sept-18	September Service Charges	$(190.80)
31-Aug-18	Split Deposits	$(206.60)
		$1472.89

Originator: Marlene McLaughlin

September 30, 2018 Pre-authorized Payments were as follows:

04-Sep-18	I Want Wireless	$62.85
07-Sep-18	Local Authorities Pension Plan	$29,597.75
07-Sep-18	Receiver General	$52,139.56
11-Sep-18	Manulife	$11,439.26
12-Sep-18	Telus	$1,249.12
17-Sep-18	Manulife	$964.38
20-Sep-18	Altagas (power) buildings	$5,458.95
20-Sep-18	Altagas (power) streetlights	$3,912.89
25-Sep-18	Access Gas	$110.02
28-Sep-18	Alberta Education	$189,186.40
		$294,121.18

Originator: Lisa Price

ATTACHMENT(s):

Bank Reconciliation (Posting Journal) for Bank Statement ending September 30, 2018
September 30, 2018 Vendor Cheque Register – Total cheques issued $358,743.73
Note: * cheques have been voided

RECOMMENDED ACTION:

That Council accept the September 30, 2018 Bank Reconciliation and September 30, 2018 Register of Cheques documentation for information.

Audit Trail Code: CMADJ00000255
Chequebook ID: ATB PRIMARY
Description: ALBERTA TREASURY BRANCH

Bank Statement Ending Balance: $971,330.75
Bank Statement Ending Date: 9/30/2018
Cutoff Date: 9/30/2018

Statement Ending Balance	$971,330.75
Outstanding Cheques (-)	$219,520.46
Deposits in Transit (+)	$8,291.48
Adjusted Bank Balance	$760,101.77
Chequebook Balance as of Cutoff	$758,628.88
Adjustments	$1,472.89
Adjusted Book Balance	$760,101.77
Difference	$0.00

Ranges:	From:	To:		From:	To:
Cheque Number	First	Last	Cheque Date	9/01/18	9/30/18
Vendor ID	First	Last	Chequebook ID	First	Last
Vendor Name	First	Last			

Sorted By: Chequebook ID

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0030425	XXXXXXXXXXXXXX		9/04/18		ALIGNMENT	$0.00
0030426	CANADAREVENUE01	RECEIVER GENERAL	9/04/18	ATB PRIMARY	PMCHQ00001235	$407.85
0030427	MANBEN01	MANULIFE FINANCIAL GROUP BENEF	9/04/18	ATB PRIMARY	PMCHQ00001235	$45.93
0030428	ACEINILIFE01	CHUBB LIFE INSURANCE OF CANADA	9/04/18	ATB PRIMARY	PMCHQ00001235	$361.23
0030429	GOVAB02	Government of Alberta	9/07/18	ATB PRIMARY	PMCHQ00001236	$6,301.42
0030430	SURMONT01	SURMONT SAND & GRAVEL LTD.	9/11/18	ATB PRIMARY	PMCHQ00001237	$78,855.98
0030431	ADVANTAGEVM01	ADVANTAGE VM CORP	9/18/18	ATB PRIMARY	PMCHQ00001238	$78,310.12
0030432	CO-OPGIROUX01	GIROUXVILLE GENERAL CO-OP	9/18/18	ATB PRIMARY	PMCHQ00001238	$24,917.80
0030433	CODESACONST01	CODESA CONSTRUCTION LTD	9/18/18	ATB PRIMARY	PMCHQ00001238	$10,146.67
0030434	EGGEK01	EGGE, KAREN	9/18/18	ATB PRIMARY	PMCHQ00001238	$240.00
0030435	EMCO01	EMCO CORPORATION	9/18/18	ATB PRIMARY	PMCHQ00001238	$219.24
0030436	GOVABWAT01	GOVERNMENT OF AB WATER PUMPING	9/18/18	ATB PRIMARY	PMCHQ00001238	$10,500.00
0030437	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	9/18/18	ATB PRIMARY	PMCHQ00001238	$491.39
0030438	JDFINANCIAL01	JOHN DEERE FINANCIAL	9/18/18	ATB PRIMARY	PMCHQ00001238	$1,037.35
0030439	LANDTIT01	THE GOVERNMENT OF ALBERTA	9/18/18	ATB PRIMARY	PMCHQ00001238	$60.00
0030440	MCLAUGS01	MCLAUGHLIN, STEVE	9/18/18	ATB PRIMARY	PMCHQ00001238	$215.00
0030441	NMETALIC01	NORTHERN METALIC SALES (GP) L	9/18/18	ATB PRIMARY	PMCHQ00001238	$249.17
0030442	PETERSONC01	PETERSON, CHRIS	9/18/18	ATB PRIMARY	PMCHQ00001238	$20.99
0030443	PETTY01	MCLAUGHLIN, MARLENE	9/18/18	ATB PRIMARY	PMCHQ00001238	$189.84
0030444	PLIBRARY01	PEACE LIBRARY SYSTEM	9/18/18	ATB PRIMARY	PMCHQ00001238	$75.00
0030445	TRUDEL01	TRUDEL, CINDY	9/18/18	ATB PRIMARY	PMCHQ00001238	$215.00
0030446	WSP01	WSP CANADA	9/18/18	ATB PRIMARY	PMCHQ00001238	$2,389.80
0030447	BLAKETRU01	BLAKE'S TRUCKING LTD	9/18/18	ATB PRIMARY	PMCHQ00001239	$3,780.00
0030448	LAPPINGT01	LAPPING TRACY	9/18/18	ATB PRIMARY	PMCHQ00001239	$205.00
0030449	OUELLETA01	OUELLET, AMANDA	9/18/18	ATB PRIMARY	PMCHQ00001239	$49.59
0030450	YAREMK01	YAREMKO, PAUL & VICKY	9/18/18	ATB PRIMARY	PMCHQ00001239	$18,522.00
0030451	WATRIVBOA01	WATINO RIVERBOAT ASSOCIATION	9/21/18	ATB PRIMARY	PMCHQ00001240	$3,000.00
0030452	ABHSERV01	ALBERTA HEALTH SERVICES	9/24/18	ATB PRIMARY	PMCHQ00001241	$120.00
0030453	BHILLGAS01	BIRCH HILLS GAS CO-OP LTD.	9/24/18	ATB PRIMARY	PMCHQ00001241	$337.71
0030454	COUNTRY01	COUNTRY PUMP OUT LTD	9/24/18	ATB PRIMARY	PMCHQ00001241	$572.25
0030455	LINDE01	LINDE CANADA LIMITED 15687	9/24/18	ATB PRIMARY	PMCHQ00001241	$205.51
0030456	PLIBRARY01	PEACE LIBRARY SYSTEM	9/24/18	ATB PRIMARY	PMCHQ00001241	$25.00
0030457	REYMI01	REYNOLDS MIRTH RICHARDS	9/24/18	ATB PRIMARY	PMCHQ00001241	$1,307.52
0030458	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	9/27/18	ATB PRIMARY	PMCHQ00001242	$11,561.80
0030459	ALSLAB01	ALS CANADA LTD	9/27/18	ATB PRIMARY	PMCHQ00001242	$165.12
0030460	CARBONET01	CARBONE, TERRY	9/27/18	ATB PRIMARY	PMCHQ00001242	$220.00
0030461	CDROULEAU01	CD ROULEAU CONSTRUCTION LTD	9/27/18	ATB PRIMARY	PMCHQ00001242	$61,598.25
0030462	CIBCVISA01	CIBC Credit Card Services	9/27/18	ATB PRIMARY	PMCHQ00001242	$3,800.21
0030463	COUNTRY01	COUNTRY PUMP OUT LTD	9/27/18	ATB PRIMARY	PMCHQ00001242	$724.50
0030464	DEVTRA01	DEVTRA INC	9/27/18	ATB PRIMARY	PMCHQ00001242	$664.32
0030465	GOVAB01	GOVERNMENT OF ALBERTA	9/27/18	ATB PRIMARY	PMCHQ00001242	$1,176.00
0030466	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	9/27/18	ATB PRIMARY	PMCHQ00001242	$214.38
0030467	JOUDRY01	JOUDREY, DENISE	9/27/18	ATB PRIMARY	PMCHQ00001242	$214.25
0030468	LEYHMAN01	LEYMAN DISTRIBUTORS LTD.	9/27/18	ATB PRIMARY	PMCHQ00001242	$209.98
0030469	LIGHTHOUSE02	LIGHTHOUSE PROMOTIONS	9/27/18	ATB PRIMARY	PMCHQ00001242	$151.20
0030470	PETTY01	MCLAUGHLIN, MARLENE	9/27/18	ATB PRIMARY	PMCHQ00001242	$123.13
0030471	PRDISPOSAL01	PRAIRIE DISPOSAL LTD	9/27/18	ATB PRIMARY	PMCHQ00001242	$136.50
0030472	SCOTTJ01	SCOTT, JOANNE	9/27/18	ATB PRIMARY	PMCHQ00001242	$149.50
0030473	SRHMHW01	SPIRIT RIVER HARDWARE	9/27/18	ATB PRIMARY	PMCHQ00001242	$56.05
0030474	TELUSCLMS01	TELUS	9/27/18	ATB PRIMARY	PMCHQ00001242	$1,785.92
0030475	WANHAMW01	WANHAM WAREHOUSE LTD	9/27/18	ATB PRIMARY	PMCHQ00001242	$165.14
0030476	WENDLAND01	WENDLAND, DEANNE	9/27/18	ATB PRIMARY	PMCHQ00001242	$221.50
0030477	WINDFORD01	WINDSOR FORD	9/27/18	ATB PRIMARY	PMCHQ00001242	$1,241.07
0030478	XYLEM01	XYLEM CANADA COMPANY	9/27/18	ATB PRIMARY	PMCHQ00001242	$30,619.05
0030479	BCI01	BEAR COUNTRY INN	9/27/18	ATB PRIMARY	PMCHQ00001242	$171.50

* Voided Cheques

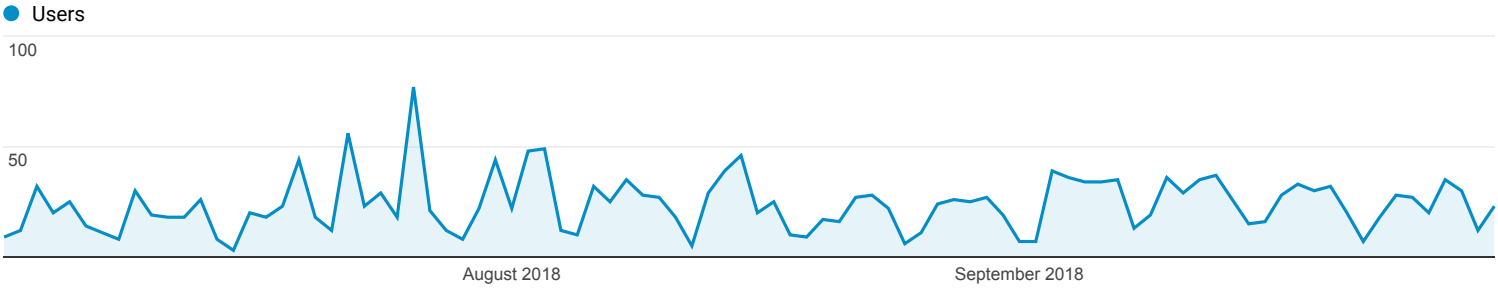
Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
Total Cheques: 55					Total Amount of Cheques:	$358,743.73

Audience Overview

All Users
100.00% Users

Jul 1, 2018 - Sep 30, 2018

Overview



Users	New Users	Sessions
1,552	1,377	2,499

Number of Sessions per User	Pageviews	Pages / Session
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Avg. Session Duration	Bounce Rate
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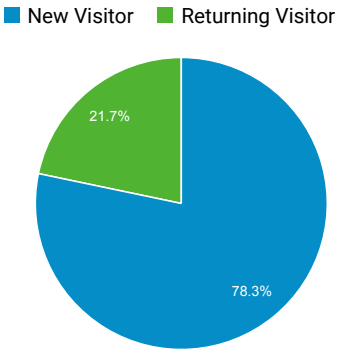

	Language	Users	% Users
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2.	en-ca	499	32.05%
3.	fr	144	9.25%
4.	en-gb	106	6.81%
5.	ko	78	5.01%
6.	fr-fr	3	0.19%
7.	c	2	0.13%
8.	fr-ca	2	0.13%
9.	(not set)	1	0.06%
10.	da-dk	1	0.06%

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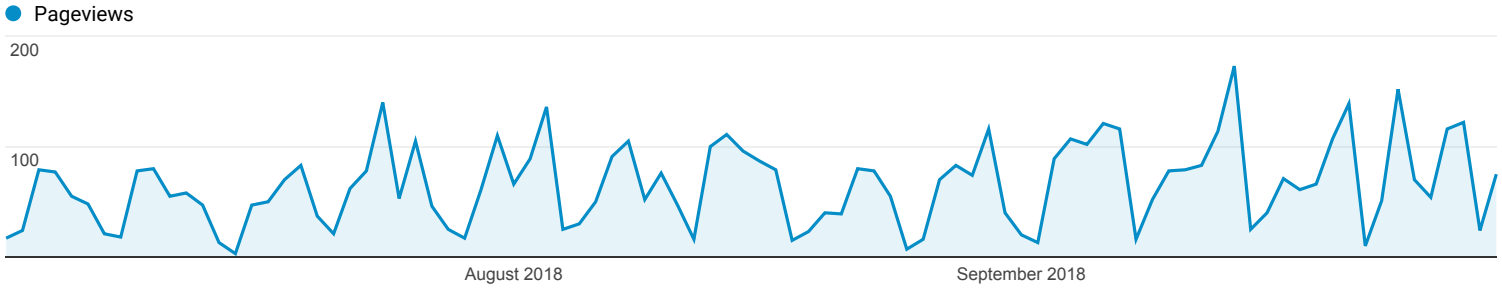
Pages

All Users
100.00% Pageviews

Jul 1, 2018 - Sep 30, 2018

Explorer



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	6,016 % of Total: 100.00% (6,016)	**4,724** % of Total: 100.00% (4,724)	**00:01:24** Avg for View: 00:01:24 (0.00%)	**2,499** % of Total: 100.00% (2,499)	**50.70%** Avg for View: 50.70% (0.00%)	**41.54%** Avg for View: 41.54% (0.00%)	**$0.00** % of Total: 0.00% ($0.00)
1. /	**2,424** (40.29%)	1,880 (39.80%)	00:01:18	1,848 (73.95%)	41.29%	42.70%	$0.00 (0.00%)
2. /contact_us.php	**476** (7.91%)	407 (8.62%)	00:03:23	54 (2.16%)	77.78%	59.66%	$0.00 (0.00%)
3. /council.php	**378** (6.28%)	284 (6.01%)	00:00:47	24 (0.96%)	58.33%	19.84%	$0.00 (0.00%)
4. /staff.php	**224** (3.72%)	182 (3.85%)	00:00:57	5 (0.20%)	100.00%	36.16%	$0.00 (0.00%)
5. /bylaws/index.php	**214** (3.56%)	134 (2.84%)	00:03:44	22 (0.88%)	77.27%	46.73%	$0.00 (0.00%)
6. /calendar/	**214** (3.56%)	205 (4.34%)	00:01:33	190 (7.60%)	89.47%	84.11%	$0.00 (0.00%)
7. /departments/public_works/landfill_and_recycling.php	**180** (2.99%)	158 (3.34%)	00:02:19	46 (1.84%)	84.78%	72.78%	$0.00 (0.00%)
8. /about/employment_opportunities.php	**179** (2.98%)	157 (3.32%)	00:01:16	47 (1.88%)	82.98%	55.31%	$0.00 (0.00%)
9. /community/	**158** (2.63%)	103 (2.18%)	00:00:41	4 (0.16%)	100.00%	22.15%	$0.00 (0.00%)
10. /CouncilMeetingAgendas.php	**150** (2.49%)	112 (2.37%)	00:03:03	12 (0.48%)	75.00%	58.00%	$0.00 (0.00%)
11. /index.php	**139** (2.31%)	71 (1.50%)	00:01:13	48 (1.92%)	10.42%	20.86%	$0.00 (0.00%)
12. /departments/development/index.php	**115** (1.91%)	73 (1.55%)	00:03:02	7 (0.28%)	85.71%	38.26%	$0.00 (0.00%)
13. /minutes/index.php	**101** (1.68%)	73 (1.55%)	00:02:04	13 (0.52%)	69.23%	39.60%	$0.00 (0.00%)
14. /departments/tenders_items_for_sale.php	**82** (1.36%)	64 (1.35%)	00:01:22	6 (0.24%)	100.00%	20.73%	$0.00 (0.00%)
15. /about/	**75** (1.25%)	52 (1.10%)	00:00:42	4 (0.16%)	50.00%	8.00%	$0.00 (0.00%)
16. /links.php	**52** (0.86%)	47 (0.99%)	00:01:33	6 (0.24%)	83.33%	26.92%	$0.00 (0.00%)
17. /departments/taxes_assessment/index.php	**51** (0.85%)	44 (0.93%)	00:01:25	2 (0.08%)	0.00%	29.41%	$0.00 (0.00%)
18. /departments/public_works/utilities.php	**44** (0.73%)	35 (0.74%)	00:00:48	6 (0.24%)	100.00%	25.00%	$0.00 (0.00%)
19. /departments/transportation/road_maintenance/index.php	**43** (0.71%)	28 (0.59%)	00:00:18	2 (0.08%)	100.00%	4.65%	$0.00 (0.00%)
20. /departments/transportation/oilfield_activity.php	**42** (0.70%)	27 (0.57%)	00:00:05	2 (0.08%)	100.00%	4.76%	$0.00 (0.00%)

21. /departments/public_works/index.php	**38** **(0.63%)**	30 (0.64%)	00:01:19	2 (0.08%)	100.00%	18.42%	$0.00 (0.00%)
22. /departments/economic_development/index.php	**36** **(0.60%)**	27 (0.57%)	00:00:20	3 (0.12%)	100.00%	16.67%	$0.00 (0.00%)
23. /photogallery/	**32** **(0.53%)**	26 (0.55%)	00:00:47	2 (0.08%)	100.00%	28.12%	$0.00 (0.00%)
24. /departments/emergency_services/index.php	**31** **(0.52%)**	22 (0.47%)	00:00:15	3 (0.12%)	100.00%	19.35%	$0.00 (0.00%)
25. /departments/agriculture/index.php	**30** **(0.50%)**	26 (0.55%)	00:03:18	6 (0.24%)	66.67%	33.33%	$0.00 (0.00%)

Rows 1 - 25 of 184

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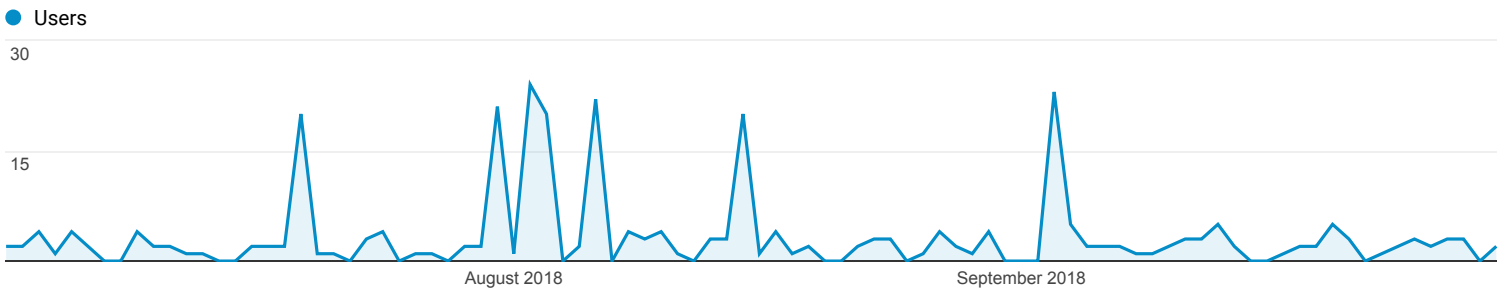
Referral Traffic

All Users
14.88% Users

Jul 1, 2018 - Sep 30, 2018

Explorer

Summary



Source	Acquisition			Behavior			Conversions		
	Users	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration	Goal Conversion Rate	Goal Completions	Goal Value
	231 % of Total: 14.88% (1,552)	**205** % of Total: 14.89% (1,377)	**327** % of Total: 13.09% (2,499)	**44.95%** Avg for View: 50.70% (-11.33%)	**2.44** Avg for View: 2.41 (1.37%)	**00:01:58** Avg for View: 00:01:58 (-0.18%)	**0.00%** Avg for View: 0.00% (0.00%)	**0** % of Total: 0.00% (0)	**$0.00** % of Total: 0.00% ($0.00)
1. earn-moneyity.info	**21** (9.05%)	21 (10.24%)	21 (6.42%)	52.38%	1.48	00:00:54	0.00%	0 (0.00%)	$0.00 (0.00%)
2. get-clicker.info	**21** (9.05%)	21 (10.24%)	21 (6.42%)	52.38%	1.48	00:01:11	0.00%	0 (0.00%)	$0.00 (0.00%)
3. nubuildering.info	**21** (9.05%)	21 (10.24%)	21 (6.42%)	52.38%	1.48	00:00:38	0.00%	0 (0.00%)	$0.00 (0.00%)
4. we-pingacy-for-you.info	**21** (9.05%)	21 (10.24%)	21 (6.42%)	42.86%	1.57	00:00:12	0.00%	0 (0.00%)	$0.00 (0.00%)
5. bunyonbros.com	**20** (8.62%)	20 (9.76%)	20 (6.12%)	50.00%	1.50	00:00:10	0.00%	0 (0.00%)	$0.00 (0.00%)
6. pawnsperspective.com	**20** (8.62%)	20 (9.76%)	20 (6.12%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
7. railsonwave.it	**19** (8.19%)	19 (9.27%)	19 (5.81%)	42.11%	1.58	00:00:31	0.00%	0 (0.00%)	$0.00 (0.00%)
8. com.google.android.googlequicksearchbox	**17** (7.33%)	14 (6.83%)	19 (5.81%)	36.84%	3.05	00:01:05	0.00%	0 (0.00%)	$0.00 (0.00%)
9. birchhillscounty.com	**15** (6.47%)	1 (0.49%)	85 (25.99%)	31.76%	3.72	00:03:07	0.00%	0 (0.00%)	$0.00 (0.00%)
10. rmalberta.com	**13** (5.60%)	11 (5.37%)	13 (3.98%)	46.15%	2.92	00:00:33	0.00%	0 (0.00%)	$0.00 (0.00%)
11. en.wikipedia.org	**7** (3.02%)	7 (3.41%)	7 (2.14%)	14.29%	3.14	00:03:48	0.00%	0 (0.00%)	$0.00 (0.00%)
12. ca.search.yahoo.com	**5** (2.16%)	5 (2.44%)	7 (2.14%)	28.57%	3.57	00:05:37	0.00%	0 (0.00%)	$0.00 (0.00%)
13. l.facebook.com	**4** (1.72%)	3 (1.46%)	4 (1.22%)	50.00%	1.75	00:00:36	0.00%	0 (0.00%)	$0.00 (0.00%)
14. blog100.org	**3** (1.29%)	3 (1.46%)	3 (0.92%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
15. govjobs.ca	**2** (0.86%)	0 (0.00%)	3 (0.92%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
16. hiblog.top	**2** (0.86%)	2 (0.98%)	2 (0.61%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
17. m.facebook.com	**2** (0.86%)	1 (0.49%)	10 (3.06%)	40.00%	2.30	00:09:23	0.00%	0 (0.00%)	$0.00 (0.00%)
18. birchhillscounty.com.70-32-99-182.newharvestmedia.net	**1** (0.43%)	0 (0.00%)	11 (3.36%)	0.00%	4.82	00:08:03	0.00%	0 (0.00%)	$0.00 (0.00%)

19. birchhillscounty.com.your-seo-promotion.com	**1** (0.43%)	1 (0.49%)	1 (0.31%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
20. ca.yhs4.search.yahoo.com	**1** (0.43%)	1 (0.49%)	1 (0.31%)	0.00%	5.00	00:00:48	0.00%	0 (0.00%)	$0.00 (0.00%)
21. duckduckgo.com	**1** (0.43%)	1 (0.49%)	1 (0.31%)	0.00%	2.00	00:00:25	0.00%	0 (0.00%)	$0.00 (0.00%)
22. eaglesham.biz	**1** (0.43%)	1 (0.49%)	2 (0.61%)	50.00%	2.50	00:00:49	0.00%	0 (0.00%)	$0.00 (0.00%)
23. en.m.wikipedia.org	**1** (0.43%)	1 (0.49%)	1 (0.31%)	0.00%	4.00	00:00:55	0.00%	0 (0.00%)	$0.00 (0.00%)
24. evanblog.online	**1** (0.43%)	1 (0.49%)	1 (0.31%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	$0.00 (0.00%)
25. facebook.com	**1** (0.43%)	1 (0.49%)	1 (0.31%)	0.00%	5.00	00:01:57	0.00%	0 (0.00%)	$0.00 (0.00%)

Rows 1 - 25 of 36

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MINUTES OF A SUBDIVISION AND DEVELOPMENT APPEAL BOARD MEETING FOR BIRCH HILLS COUNTY HELD IN THE COUNCIL CHAMBERS
September 13, 2018

Present:

Chairperson	Steve McLaughlin
Vice Chairperson	Cindy Trudel
Member	Karen Egge
Development Officer	Hermann Minderlein Alisha Mody
Clerk	Tracy Lapping
Appellant	Gordon McKinnon (in attendance via speakerphone)
Developers	Kara Fitzsimmons

Absent: Aron Handley

CALL TO ORDER: **Chairperson Steve McLaughlin** called the meeting to order at 7:02 p.m.

NEW BUSINESS
SDAB-01-18-19

Appeal of Development Application DP-16-18-19 as applied for by Kara Fitzsimmons & Aron Handley for Recreation Extensive at SW 23-78-24-W5.

SDAB18-001 Moved by Member Egge that the SDAB go into a Public Hearing to hear the appeal.

CARRIED

Chairperson McLaughlin asked the appellant if he was present and prepared to speak to the appeal.

Gordon McKinnon confirmed that he was present and prepared to speak to the appeal.

Chairperson McLaughlin asked the appellant if he had any objection to any board members hearing the appeal. Gordon McKinnon advised he had no objection to any member of the Subdivision and Development Appeal Board.

Introduction of the Appeal

Alisha Mody, Manager of Planning from Mackenzie Municipal Services Agency, contracted to assist Birch Hills County to assist with the hearing, explained the intent of the development (see report attached herein)

INITIALS: Chairperson: SMc

Development Officer:

and advised the Board of their options:

Option 1:

Vary the information requirements for the development permit application and require additional information, recess the hearing, and reconvene and decide at a later date once the applicant submits the required information.

Option 2:

Revoke the approval of the development permit application on the basis the proposed development does not conform to the Municipal Development Plan (MDP) and the regulations of the Land Use Bylaw (LUB), and that the development will have a negative impact on environmentally sensitive areas.

Conditions of an approval:

If the Subdivision and Development Appeal Board (SDAB) does approve the development permit application, the SDAB should ensure that the approval is subject to conditions consistent with the policies of the MDP and regulations of the LUB, including any conditions arising from reports submitted by qualified professionals. The conditions should be specific and time-oriented where appropriate. Further, the permit may be subject to a development agreement if any improvements are required consistent with section 6.2 of the LUB.

Presentation of Appellant

Gordon McKinnon explained the intent of the development and indicated that concerns relate the following issues:

- Missing and misleading required information in application and permit leading to mischaracterization of development;
- Significant negative effects for neighboring land;
- Development incompatible with agricultural operations on adjoining land;
- Proposal does not meet standards for commercial development;
- Another instance of where the proposed development does not comply with the MDP; and
- The proposed development does not comply

	with environmental protection sections of the MDP and the LUB. (See report attached herein).
Presentation of anyone who wishes to speak in favour of the appeal	None
Presentation of anyone who wishes to speak in opposition of the appeal	Kara Fitzsimmons presented the Board with a variety of Exhibits to show the landscape of the proposed development (see attached herein). Ms. Fitzsimmons was asked a variety of questions in regard to her proposed development by the board and she assured the board that the appellant concerns were unwarranted in regards to the significant negative effects for neighboring land and the development being incompatible with agricultural operations on adjoining land. Ms. Fitzsimmons did not have professional site drawings or a geotechnical report of the land.
Presentation of any written submissions received in favour or in opposition of the appeal	None
Appeal Board Questions	Board members asked several questions to the applicant in regards to the access to the river; what type of clientele would be accessing the development; and how the septic and drinking water be dealt with at the development. The applicant explained how they will build steps along the bank to access the river; the clientele would be middle aged couples who would enjoy the serenity of the location; and water would be accessible by cistern and the septic system is a biodegradable system.
Brief final comments from the Development Officer	Alisha Mody, speaking on behalf of the Development Officer, clarified the definition of "cabin" in regards to the Land Use Bylaw and that is only defined in the Watino area. Alisha also had comments in regard to "commercial" within the MDP and LUB.

INITIALS: Chairperson: SM

Development Officer:

Brief final comments from the Appellant

Gordon McKinnon addressed the Board with further comments in regard to significant negative effects for neighboring land and potential flooding.

Brief final comments from other persons who have made representation

None

SDAB18-002 Moved by Member Trudel that the SDAB move to go in-camera at 9:18 pm to discuss the appeal of Development Permit DP-16-18-19.

CARRIED

Hermann Minderlein, Development Officer; Gordon McKinnon, Appellant; and Kara Fitzsimmons, Applicant left the meeting.

SDAB18-003 Moved by Member Trudel that the SDAB move out of in-camera at 9:55 pm.

CARRIED

SDAB18-004 Moved by Member Egge that the meeting be recessed with direction for the applicant to provide the following by March 13, 2019 at which time the meeting will reconvened and a decision will be made:

i. a "geotechnical study" that meets the requirements of Section 3.7.1.d of the Municipal Development Plan (MDP) that reads "With the exception of lands within the hamlet of Watino, no permanent development shall be permitted without a geotechnical study on lands within a 1:100 year flood plain or otherwise known to be flood-prone";
ii. a site plan drawn to scale that includes the following information as required by Section 5.2.1.a of the Land Use Bylaw (LUB) "dimensions showing the legal description, front, rear, and side yards, if any, and any provision for off-street loading and vehicle parking and access and egress to the site";
iii. verification from a professionally accredited

Engineer as per the requirement of Section 9.3.5 of the LUB that reads "Notwithstanding that a proposed development conforms in all respects with this Bylaw, where the application is for development on lands located within the area identified as 'Tentative Flood Plain Area' in Figure 1, the Development Authority shall not issue a development permit for any permanent development unless the applicant can demonstrate, through verification from a professionally accredited Engineer, that preventive engineering and construction measures can be instituted to make the site suitable for the proposed development, that structures and buildings can be flood proofed or that the proposed development will be constructed above the 1:100 year flood elevation as identified by an Alberta Land Surveyor.";

iv. blueprints or scaled drawings for the requested structures as required by Section 5.2.1.a of the Land Use Bylaw (LUB) "a floor plan and elevations";
v. evidence detailing how the development will meet the fire code for fire suppression purposes as per the requirements of Section 3.6.1.j of the MDP;
vi. description of how the requirements of Section 3.7.1 of the MDP related to the environment and development on environmentally sensitive areas will be addressed; and
vii. an official request to change the use for the application to "recreation resort" from "recreation (extensive)".

CARRIED

ADJOURNMENT

Being that there was no further business, Chairperson Steve McLaughlin recessed the meeting at 10:15 p.m.

STEVE MCLAUGHLIN
CHAIRPERSON

HERMANN MINDERLEIN
DEVELOPMENT OFFICER

INITIALS: Chairperson:

Development Officer:

ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Leduc-Beaumont

AR93652

May 29, 2018

Reeve Gerald Manzulenko
Birch Hills County
PO Box 157
Wanham AB T0H 3P0

Dear Reeve Manzulenko,

Our government remains committed to supporting municipalities in providing quality infrastructure and services to Albertans. In keeping with that commitment, I am pleased to confirm that Budget 2018 includes $668 million in Municipal Sustainability Initiative (MSI) funding. This funding, when combined with the $800 million in MSI funding made available through a 2017-18 Supplementary Estimate, will provide close to $1.5 billion in the 2018 calendar year to help Alberta's municipalities address local infrastructure priorities. In addition, $229 million is being provided under the federal Gas Tax Fund (GTF).

Your municipality's 2018 MSI and GTF allocations are listed in Appendix A (attached). Funding amounts for all municipalities are also posted on the Municipal Affairs grant program website at: municipalaffairs.alberta.ca/municipal-grants.

I look forward to working with you and our federal partners to ensure Albertans continue to have access to the essential infrastructure they need.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

Attachment

cc: Hermann Minderlein, Chief Administrative Officer, Birch Hills County

132 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Printed on recycled paper

Appendix A

Birch Hills County

Program	Components	2018 Funding
Municipal Sustainability Initiative (MSI)	Capital Funding	$792,672
	MSI Capital Component	$379,379
	BMTG Component	$413,293
	Operating Funding	$86,644
	Non-SI Component	$39,758
	SI Component	$46,886
	Total MSI	**$879,316**
Gas Tax Fund (GTF)		**$85,654**

Notes:

- The allocations for the MSI capital component and operating funding are based primarily the 2017 Municipal Affairs Population List, 2017 education tax requisitions, and 2016 kilometres of local road.
- The allocations for the Basic Municipal Transportation Grant (BMTG) component are based on municipal status:
  - Calgary and Edmonton receive funding based on litres of road-use gas and diesel fuel sold;
  - other cities and urban service areas receive funding based on a combination of population and length of primary highways;
  - towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receive funding based on population; and
  - rural municipalities and Métis Settlements receive funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.
- Sustainable Investment (SI) funding is provided to municipalities with a population under 10,000 and a limited local assessment base. This funding is over and above the MSI funding provided under the general allocation formula set out in the program guidelines. Individual municipalities' SI funding is subject to annual fluctuations resulting from changes in their equalized assessment per capita for urban municipalities, or per kilometre of local road for rural municipalities, in relation to the provincial average.
- The GTF allocations are based on the 2017 Municipal Affairs Population List.

Alberta Municipal Affairs

Grants and Education
Property Tax Branch
15th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Telephone 780-422-7125

AR94465E

July 24, 2018

Reeve Gerald Manzulenko
Birch Hills County
PO Box 157
Wanham Alberta T0H 3P0

Dear Reeve Manzulenko,

On behalf of the Honourable Shaye Anderson, Minister of Municipal Affairs, I am pleased to inform you that the following amended capital project application submitted by your municipality has been accepted.

CAP-9475	2017 Gravel Haul (amended)	$1,400,000

The provincial government looks forward to opportunities to celebrate your Municipal Sustainability Initiative funded projects with you, so please send invitations for these milestone events to the Minister's office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at ma.msicapitalgrants@gov.ab.ca.

I wish you continued success in strengthening Alberta's communities.

Yours truly,

Susan McFarlane
Director
Grant Program Delivery

cc: Brad Pickering, Deputy Minister
Hermann Minderlein, Chief Administrative Officer, Birch Hills County

CLEAR HILLS COUNTY

RECEIVED
SEP 18
WANHAM

File No: 63-10-02

September 11, 2018

The Honourable Lawrence MacAulay
Minister of Agriculture and Agri-Food
1341 Baseline Road
Ottawa, OC
K1A 0C5

Dear Honourable Minister:

Subject: Restriction of Genetically Engineered Alfalfa

Clear Hills County Council wishes to offer our support to the position and concerns that were raised by the County of Northern Lights in their May 15, 2018 letter that was sent to you regarding Genetically Engineered Alfalfa. In our opinion market acceptance and the benefits to producers must be considered fully prior to the approval of products like Genetically Engineered Alfalfa. Allowing these products to be sold and having them potentially contaminate and reduce the stability of other farm products does not help our producers in their attempt to remain sustainable and economically viable.

If you have any questions or concerns contact our Agricultural Fieldman, Greg Coon at 780-685-3925.

Sincerely,

Jason Ruecker
Reeve

CC: Chris Warkentin MP
Peace Region County's and Municipal Districts

ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Leduc-Beaumont

AR94747

RECEIVED
SEP 24
WANHAM

September 14, 2018

Ms. Kathrin Langlois
Chairperson, Birch Hills County Library Board
Box 237
Eaglesham AB T0H 1H0

Dear Ms. Langlois,

I am pleased to announce the call for nominations for the annual Minister's Awards for Excellence in Public Library Service. These awards formally recognize exemplary services at public libraries and promote knowledge-sharing within Alberta's library community.

The YOU Libraries Award will also continue in 2019. This award is adjudicated by a popular vote, open to all Albertans. A jury will select up to four winning submissions that demonstrate excellence and/or innovation in library service, to receive the Minister's Award for Excellence in Public Library Service. All nominations that meet the Minister's Award for Excellence in Public Library Service criteria will be automatically eligible for the YOU Libraries Award.

Nominations will open on December 3, 2018, and the submission deadline is February 25, 2019. Nomination forms and additional details will be available at www.albertalibraries.ca. Winners will be notified by early April 2019 and announced at the Alberta Library Conference in Jasper from April 25-28, 2019.

If you have any questions regarding the awards program, please contact Karen Petch, Branch Information Co-ordinator, Public Library Services Branch, toll-free at 310-0000, then 780-427-9709, or at libraries@gov.ab.ca.

I would like to again recognize the 2018 award recipients: the City of Camrose Library Board for their Snacks in the Stacks program; Town of Carstairs Library Board for their Annual Parenting Fair; Town of Morinville Library Board for their Indigenous Canada Learning Circle (also the YOU Libraries Award Winner); and Parkland County Library Board for their WiFi Hotspots.

.../2

132 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Printed on recycled paper

Thank you for your work in ensuring public libraries are recognized as an integral part of vibrant communities across Alberta. I look forward to hearing and celebrating your stories.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Honourable Margaret McCuaig-Boyd, MLA, Dunvegan-Central Peace-Notley
Mr. Gerald Manzulenko, Reeve, Birch Hills County

ACFA
ALBERTA CAPITAL FINANCE AUTHORITY

2160 Sun Life Place, 10123 - 99 Street NW, Edmonton, Alberta, Canada T5J 3H1

Telephone (780) 427 9711
Fax (780) 422 2175
www.acfa.gov.ab.ca
webacfa@gov.ab.ca

September 25, 2018

To the Shareholders of the
Alberta Capital Finance Authority

Re: Estimated Capital Requirements – 2019 - 2023

In order to plan for ACFA's five year financing projections, we require estimates of the amount and timing of your borrowing requirements.

The scheduled dates for financing in the upcoming year are as follows:

- March 15, 2019
- June 17, 2019
- September 16, 2019
- December 16, 2019

As in previous years, we request a breakdown of your borrowing requirements by quarter for the upcoming year (2019) and then annually for the years 2020 – 2023. This year we are using Survey Monkey to collect the information to improve efficiency and allow for easier analysis and compilation of the data. We are confident in the privacy and security settings used by Survey Monkey and we hope that you will find the new format convenient and easy to follow. Although the request is being distributed by survey, your participation is required as it provides ACFA with more robust financial planning and reporting. For nil reports, only Question 1 of the survey needs to be answered. Please submit your Estimated Capital Requirements by Friday, October 19, 2018.

Thank you very much for your participation. If you have any questions regarding the estimates, please call our office at (780) 427-9711.

Yours sincerely,

Troy S. Holinski, MBA
President

Att.

V.S.I. SERVICES (1980) LTD **BOX 137**

A non-profit organization providing veterinary care in Alberta FAIRVIEW, AB T0H 1L0

October 1, 2018

Mr. Hermann Minderlein, CAO

Birch Hills County

PO Box 157, Wanham, AB T0H 3P0

Dear Hermann,

This email is to inform you of the upcoming **Annual General Meeting (AGM)** of V.S.I. Services (1980) Ltd. It will be held on **Friday November 9, 2018 at 10.00 a.m.** in the **Peace River Legion – 10103-101 St, Peace River**

At the same time, I would like you to confirm your representative, and possibly an alternate, to attend this meeting on your behalf. Currently I have Mr. Gerald Manzulenko as your representative.

After receiving confirmation, I will mail your representative and yourself the required documents to allow full participation in the AGM meeting.

Sincerely,

Rik Vandekerkhove DVM

Manager

cc. Shelley Braun

Amanda Quellet

Hermann Minderlein

From: Hermann Minderlein
Sent: Thursday, October 4, 2018 11:19 AM
To: 'Rik Vandekerkhove'
Cc: 'GERALD MANZULENKO'; Deanne Wendland
Subject: RE: Notification of AGM for VSI

Good Morning Rik

Reeve Manzulenko will be attending the AGM.

Hermann

Chief Administrative Officer

Birch Hills County

From: GERALD MANZULENKO <gdmanzu@hotmail.com>
Sent: Tuesday, October 2, 2018 10:10 AM
To: Deanne Wendland <Deannew@birchhillscounty.com>; Hermann Minderlein <cao@birchhillscounty.com>
Subject: Re: Notification of AGM for VSI

I don't have a problem with that date and we do have to discuss if we are leaving the service levels the same . Maybe that can be added to the Oct 26 mtg agenda

Sent from my BlackBerry — the most secure mobile device — via the TELUS Network

From: Deannew@birchhillscounty.com
Sent: October 2, 2018 9:11 AM
To: cao@birchhillscounty.com; vsiservices16@gmail.com
Cc: amandao@birchhillscounty.com; geraldm@birchhillscounty.com; shelleyb@birchhillscounty.com
Subject: Re: Notification of AGM for VSI

Good Morning Hermann,

I will not be able to attend this meeting on November 9th because I have an NTAB meeting in Manning that day.

Deanne Wendland

From: Hermann Minderlein
Sent: Tuesday, October 2, 2018 8:56 AM
To: Rik Vandekerkhove
Cc: Amanda Ouellet; Gerald Manzulenko; Deanne Wendland; Shelley Braun
Subject: RE: Notification of AGM for VSI

Good Morning Rik

I can confirm at this moment that Reeve Gerald Manzulenko is Birch Hill County's appointed representative to the VSI, and that Councillor Deanne Wendland is the appointed alternate representative.

I will confirm attendance to the AGM once attendance has been confirmed.

Hermann

Hermann Minderlein
Chief Administrative Officer
Birch Hills County
4601 – 50th Street (Box 157)
Wanham, Alberta
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www.birchhillscounty.com

From: Rik Vandekerkhove <vsiservices16@gmail.com>
Sent: Monday, October 1, 2018 9:40 PM
To: Hermann Minderlein <cao@birchhillscounty.com>; Amanda Ouellet <amandao@birchhillscounty.com>
Subject: Notification of AGM for VSI